Getting Started in NHSN Adding Users, Locations, and Surgeons

Mary Andrus, BA, RN, CIC
Division of Healthcare Quality Promotion

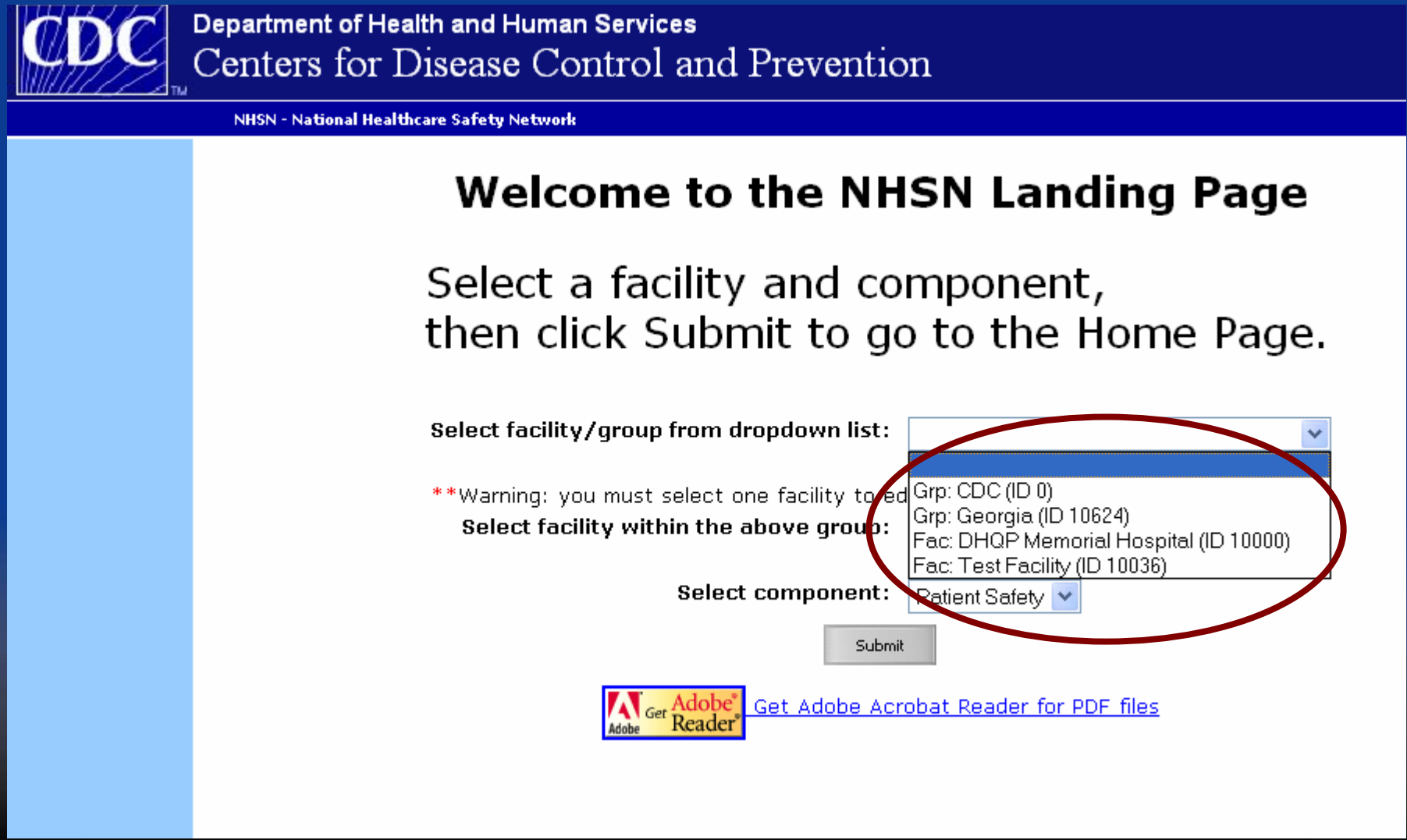
SAFER • HEALTHIER • PEOPLE™

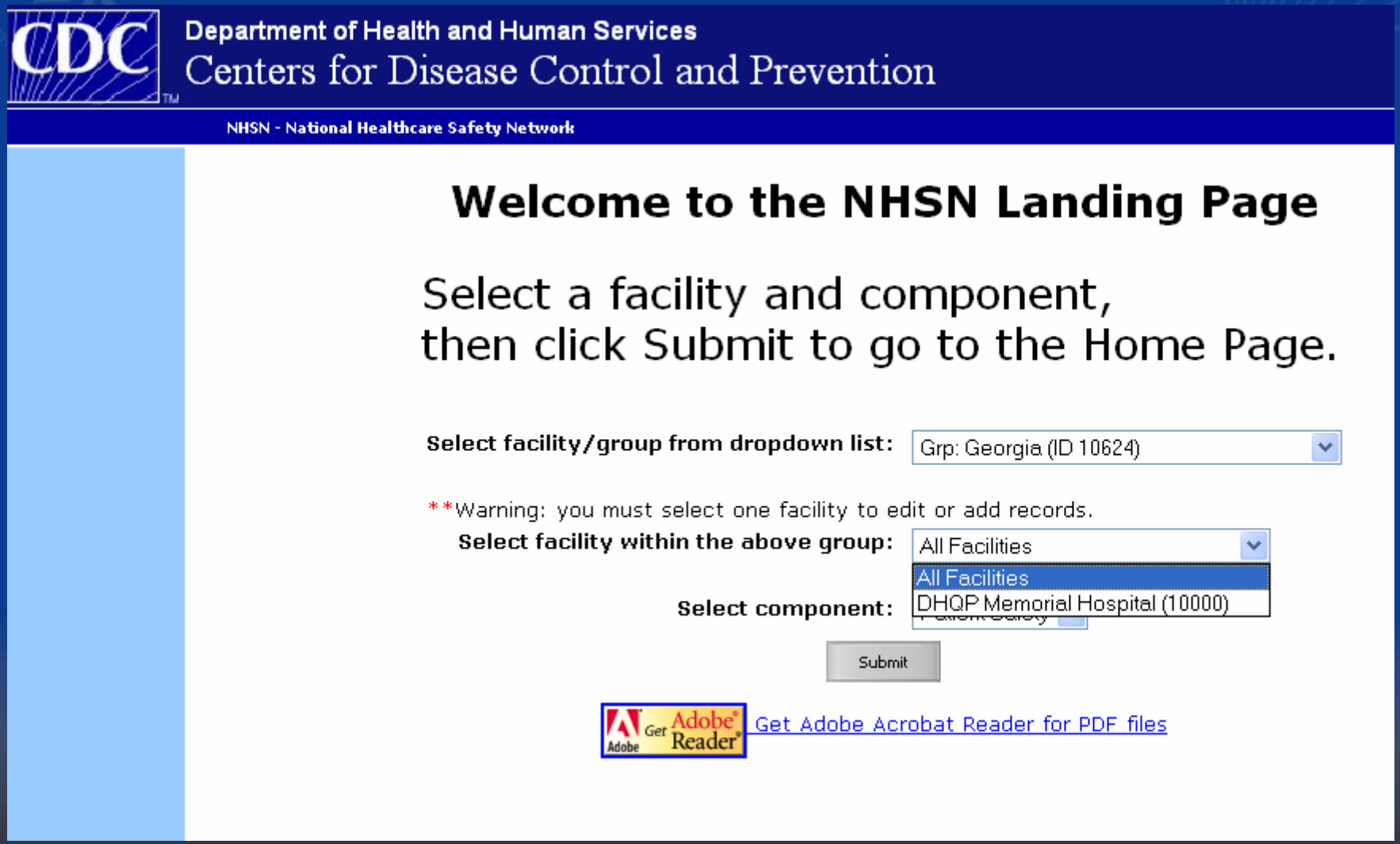
Objectives

- Review the basic design of the NHSN computer screens and identify the function of its elements
- Describe the process for adding new users to the Facility NHSN profile
- Identify the process for setting up facility-specific locations
- Adding or importing surgeon codes

http://www.cdc.gov/ncidod/dhqp/nhsn_members.html

NHSN Landing Page




Department of Health and Human Services
Centers for Disease Control and Prevention
NHSN - National Healthcare Safety Network
Welcome to the NHSN Landing Page
Select a facility and component,
then click Submit to go to the Home Page.
Select facility/group from dropdown list:
Grp: Georgia (ID 10624)
**Warning: you must select one facility to edit or add records.
Select facility within the above group:
All Facilities
All Facilities
DHQP Memorial Hospital (10000)
Select component:
Submit
Get Adobe Reader
Get Adobe Acrobat Reader for PDF files

Department of Health and Human Services
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network

Welcome to the NHSN Landing Page

Select a facility and component,
then click Submit to go to the Home Page.

User: MVA

Select facility/group from dropdown list: Fac: Medical Center East (ID 10000)

Select facility within the above group: Medical Center East (10000)

Select component: Patient Safety

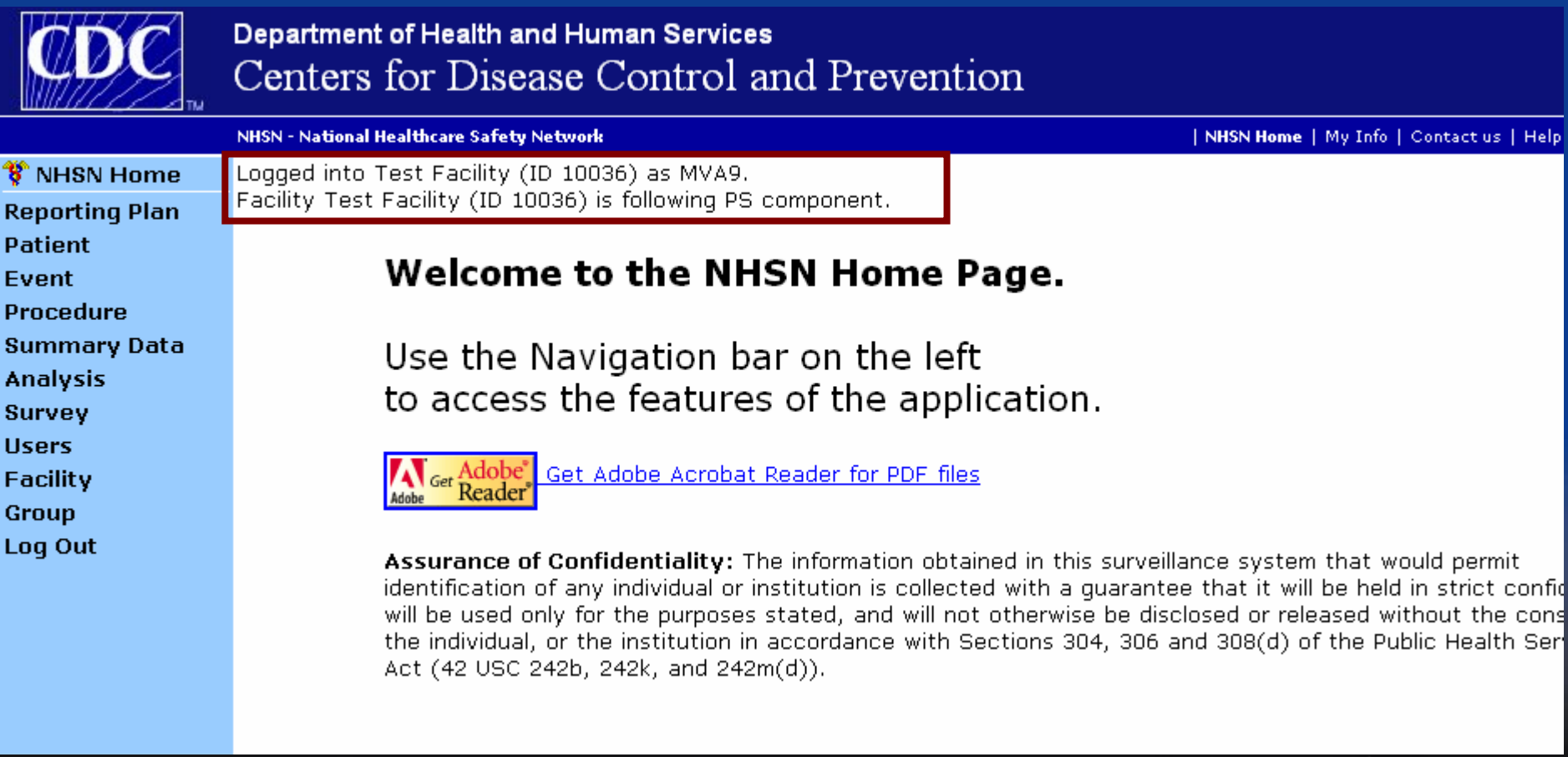
Sub

Healthcare Personnel Safety
Patient Safety

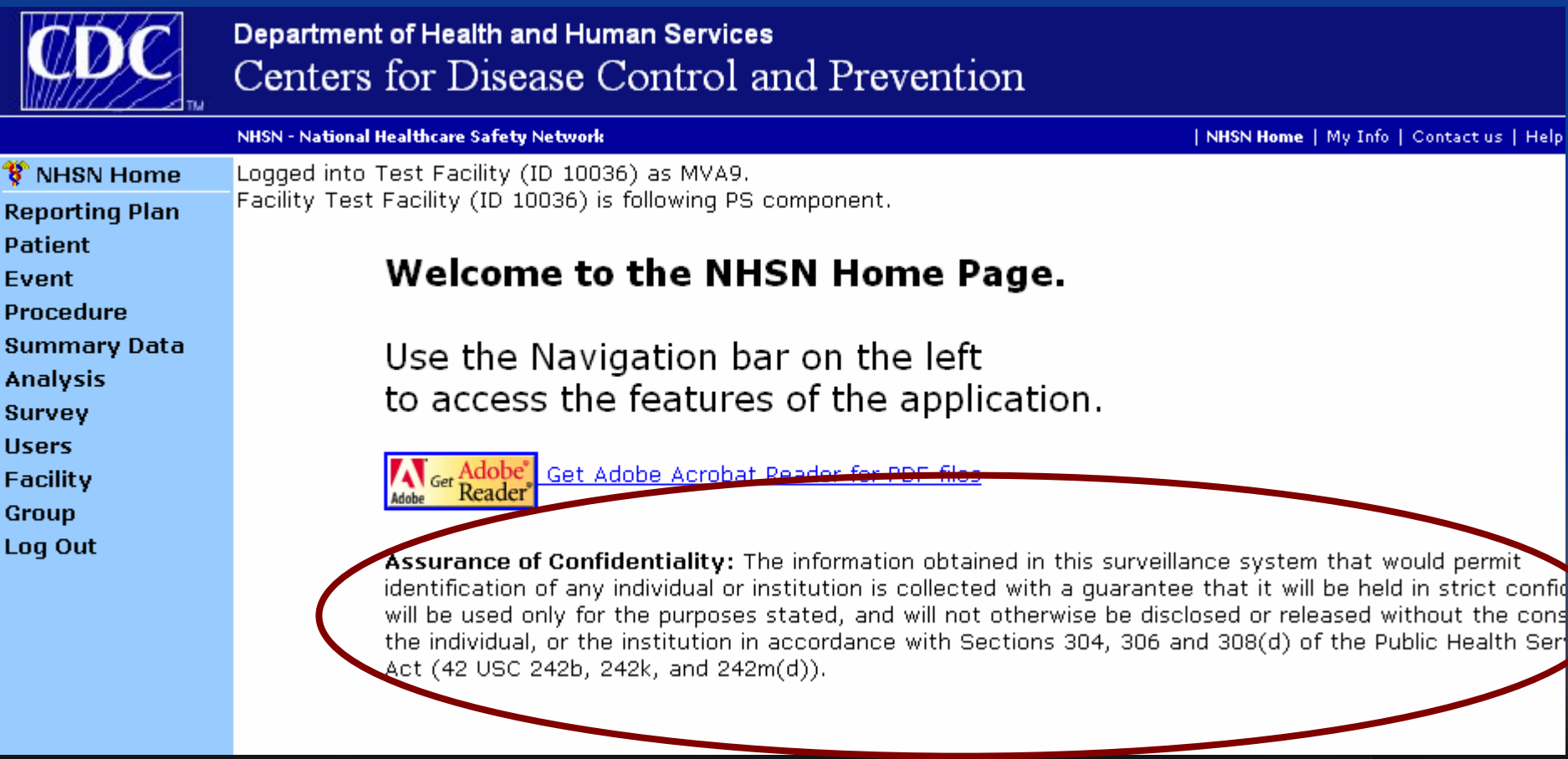
Get Adobe Reader

Get Adobe Acrobat Reader for PDF files

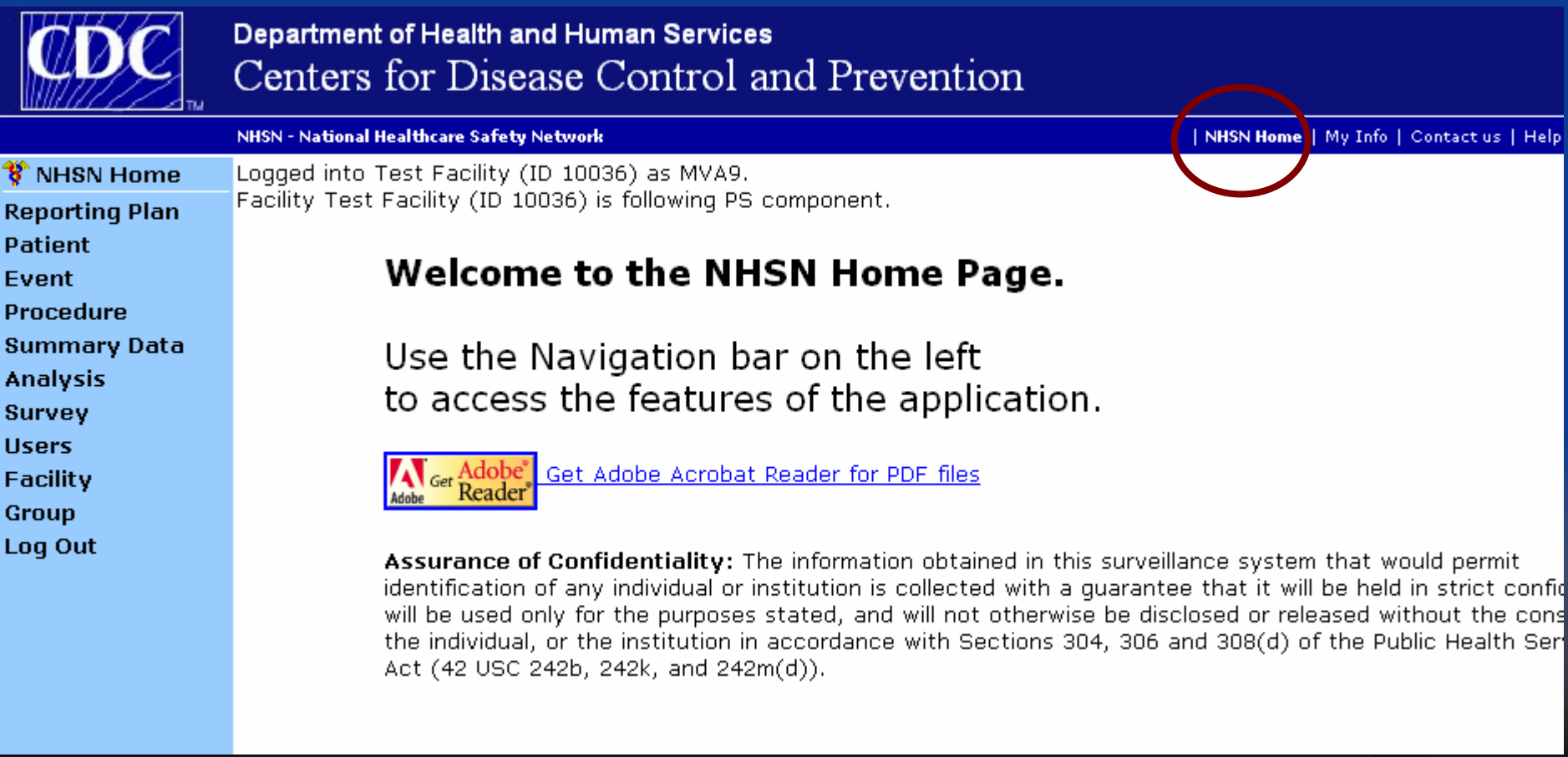
Home Page


Department of Health and Human Services
Centers for Disease Control and Prevention
NHSN - National Healthcare Safety Network
| NHSN Home | My Info | Contact us | Help
NHSN Home
Reporting Plan
Patient
Event
Procedure
Summary Data
Analysis
Survey
Users
Facility
Group
Log Out
Logged into Test Facility (ID 10036) as MVA9.
Facility Test Facility (ID 10036) is following PS component.
Welcome to the NHSN Home Page.
Use the Navigation bar on the left
to access the features of the application.
Get Adobe Reader
Get Adobe Acrobat Reader for PDF files
Assurance of Confidentiality: The information obtained in this surveillance system that would permit
identification of any individual or institution is collected with a guarantee that it will be held in strict confi
will be used only for the purposes stated, and will not otherwise be disclosed or released without the cons
the individual, or the institution in accordance with Sections 304, 306 and 308(d) of the Public Health Ser
Act (42 USC 242b, 242k, and 242m(d)).

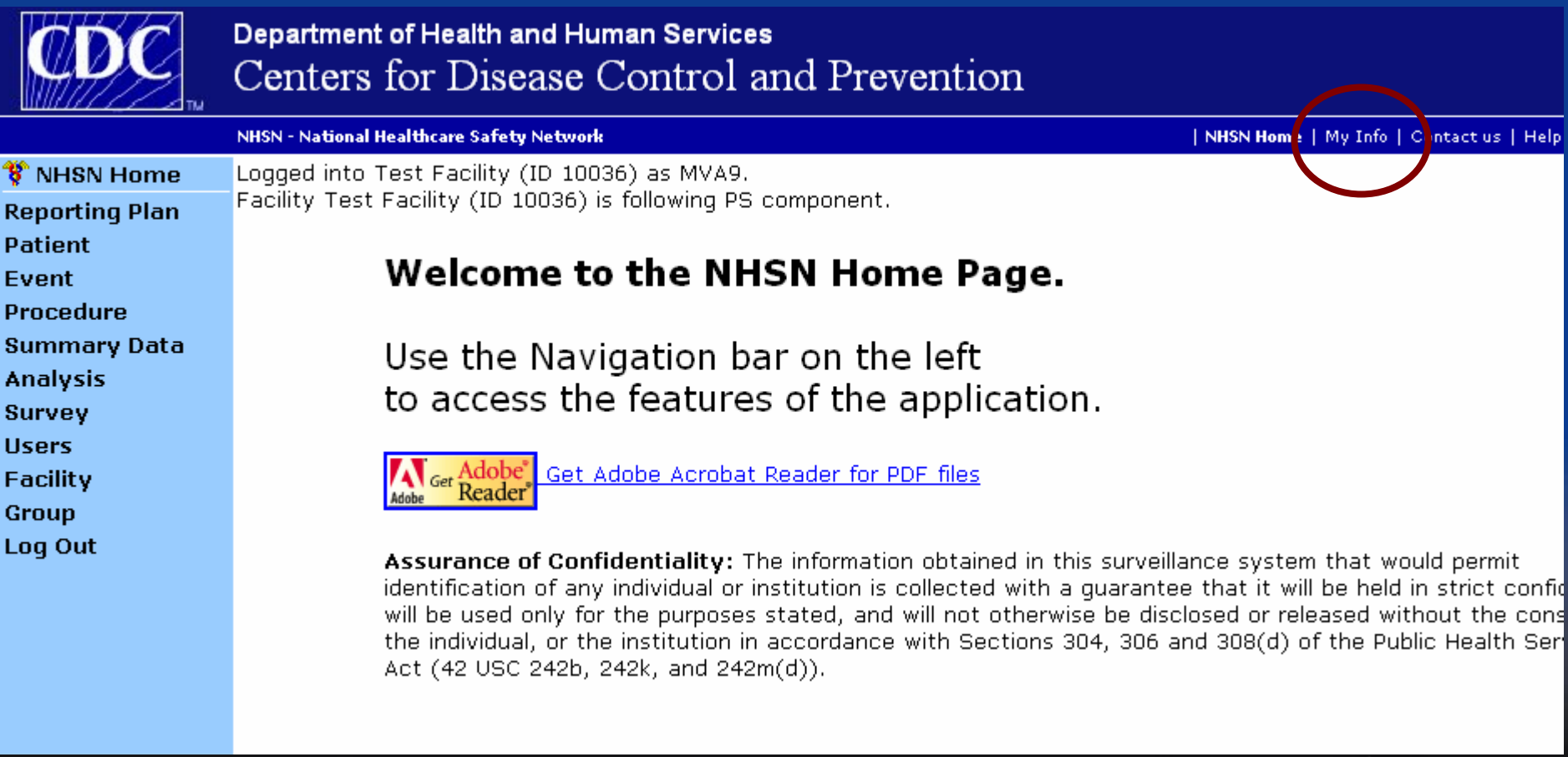
Home Page


Department of Health and Human Services
Centers for Disease Control and Prevention
NHSN - National Healthcare Safety Network
| NHSN Home | My Info | Contact us | Help
NHSN Home
Reporting Plan
Patient
Event
Procedure
Summary Data
Analysis
Survey
Users
Facility
Group
Log Out
Logged into Test Facility (ID 10036) as MVA9.
Facility Test Facility (ID 10036) is following PS component.
Welcome to the NHSN Home Page.
Use the Navigation bar on the left
to access the features of the application.
Get Adobe Reader
Get Adobe Acrobat Reader for PDF files
Assurance of Confidentiality: The information obtained in this surveillance system that would permit
identification of any individual or institution is collected with a guarantee that it will be held in strict confi
will be used only for the purposes stated, and will not otherwise be disclosed or released without the cons
the individual, or the institution in accordance with Sections 304, 306 and 308(d) of the Public Health Ser
Act (42 USC 242b, 242k, and 242m(d)).

Home Page


Department of Health and Human Services
Centers for Disease Control and Prevention
NHSN - National Healthcare Safety Network
| NHSN Home | My Info | Contact us | Help
NHSN Home
Reporting Plan
Patient
Event
Procedure
Summary Data
Analysis
Survey
Users
Facility
Group
Log Out
Logged into Test Facility (ID 10036) as MVA9.
Facility Test Facility (ID 10036) is following PS component.
Welcome to the NHSN Home Page.
Use the Navigation bar on the left
to access the features of the application.
Get Adobe Reader
Get Adobe Acrobat Reader for PDF files
Assurance of Confidentiality: The information obtained in this surveillance system that would permit
identification of any individual or institution is collected with a guarantee that it will be held in strict confi
will be used only for the purposes stated, and will not otherwise be disclosed or released without the cons
the individual, or the institution in accordance with Sections 304, 306 and 308(d) of the Public Health Ser
Act (42 USC 242b, 242k, and 242m(d)).

Home Page


Department of Health and Human Services
Centers for Disease Control and Prevention
NHSN - National Healthcare Safety Network
| NHSN Home | My Info | Contact us | Help
NHSN Home
Reporting Plan
Patient
Event
Procedure
Summary Data
Analysis
Survey
Users
Facility
Group
Log Out
Logged into Test Facility (ID 10036) as MVA9.
Facility Test Facility (ID 10036) is following PS component.
Welcome to the NHSN Home Page.
Use the Navigation bar on the left
to access the features of the application.
Get Adobe Reader
Get Adobe Acrobat Reader for PDF files
Assurance of Confidentiality: The information obtained in this surveillance system that would permit
identification of any individual or institution is collected with a guarantee that it will be held in strict confi
will be used only for the purposes stated, and will not otherwise be disclosed or released without the cons
the individual, or the institution in accordance with Sections 304, 306 and 308(d) of the Public Health Ser
Act (42 USC 242b, 242k, and 242m(d)).

NHSN Home
Reporting Plan
Patient
Event
Procedure
Summary Data
Analysis
Survey
Users
Facility
Group
Log Out

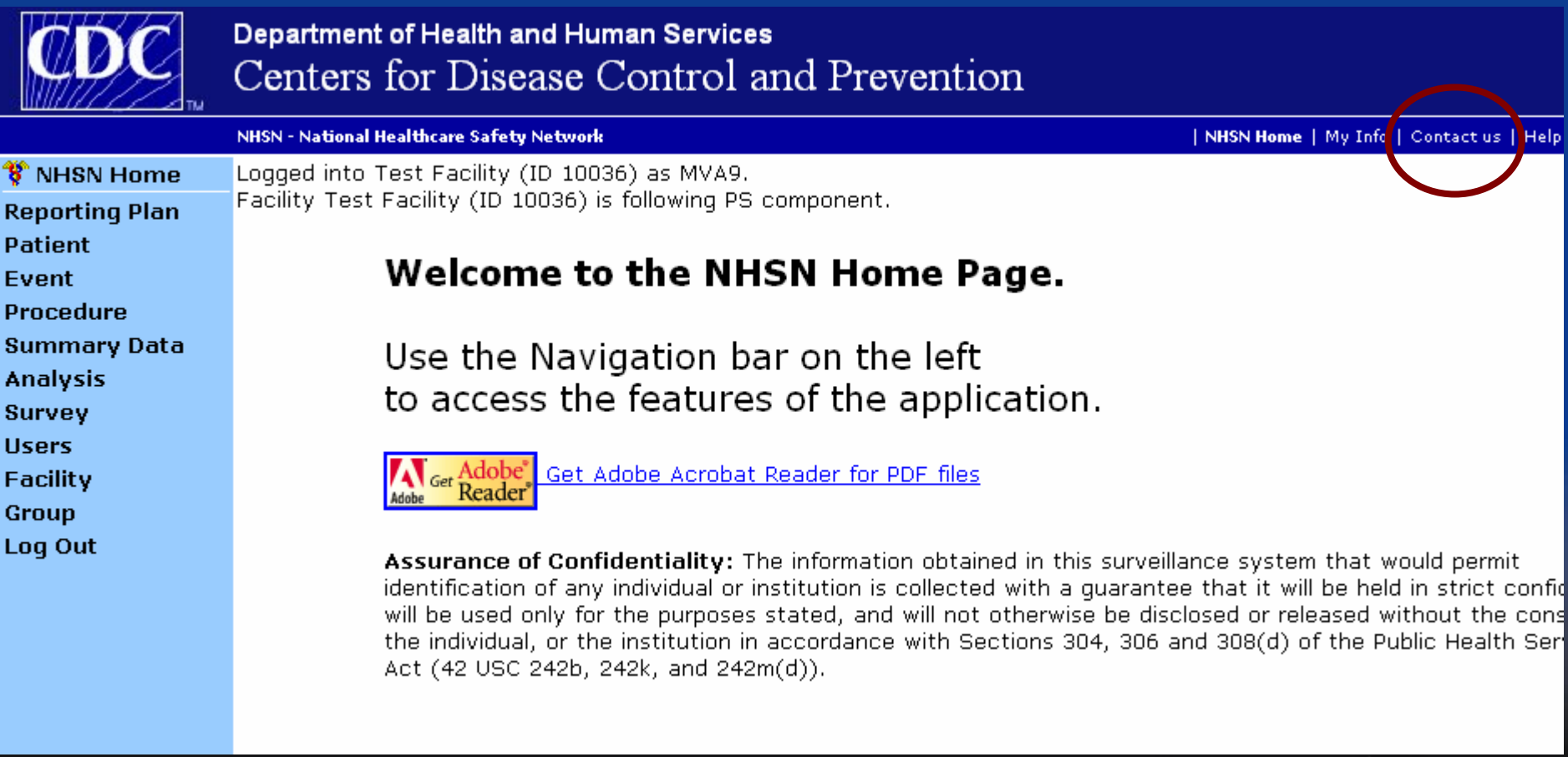
Logged into Test Facility (ID 10036) as MVA9.
Facility Test Facility (ID 10036) is following PS component.

View User

User ID:	MVA9
Prefix:	
First Name:	Mary
Middle Name:	
Last Name:	Andrus
Title:	
User Type:	ICP - Infection Control Professional
User Active:	Y
Phone Number:	
Extension:	
E-mail Address:	MVA9@CDC.GOV
Fax Number:	
User Group/Facility:	Test Facility (10036)
User Roles:	ADMIN(PS) ALLRIGHTS(PS)

Edit | Effective Rights | Back

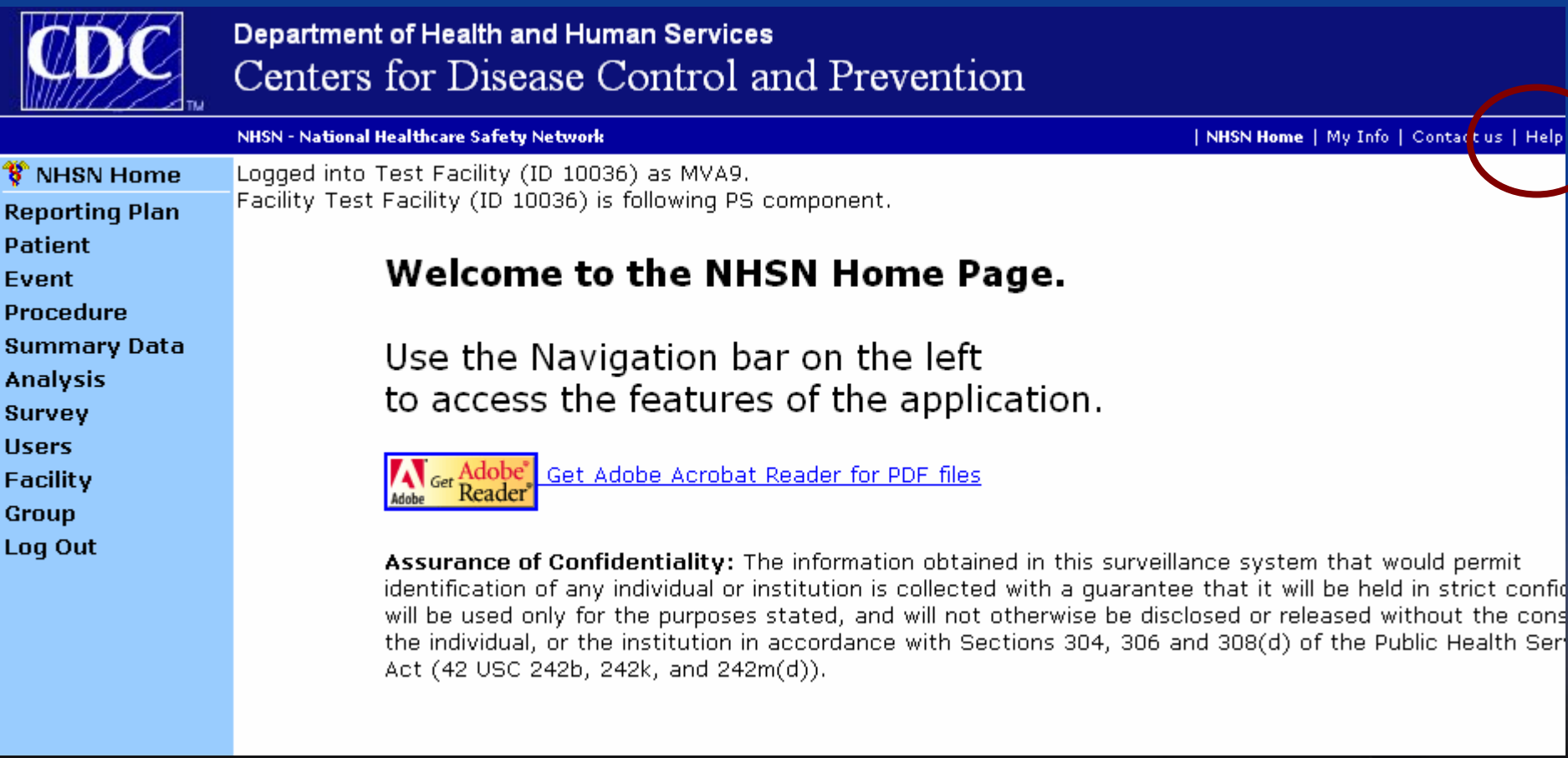
Home Page

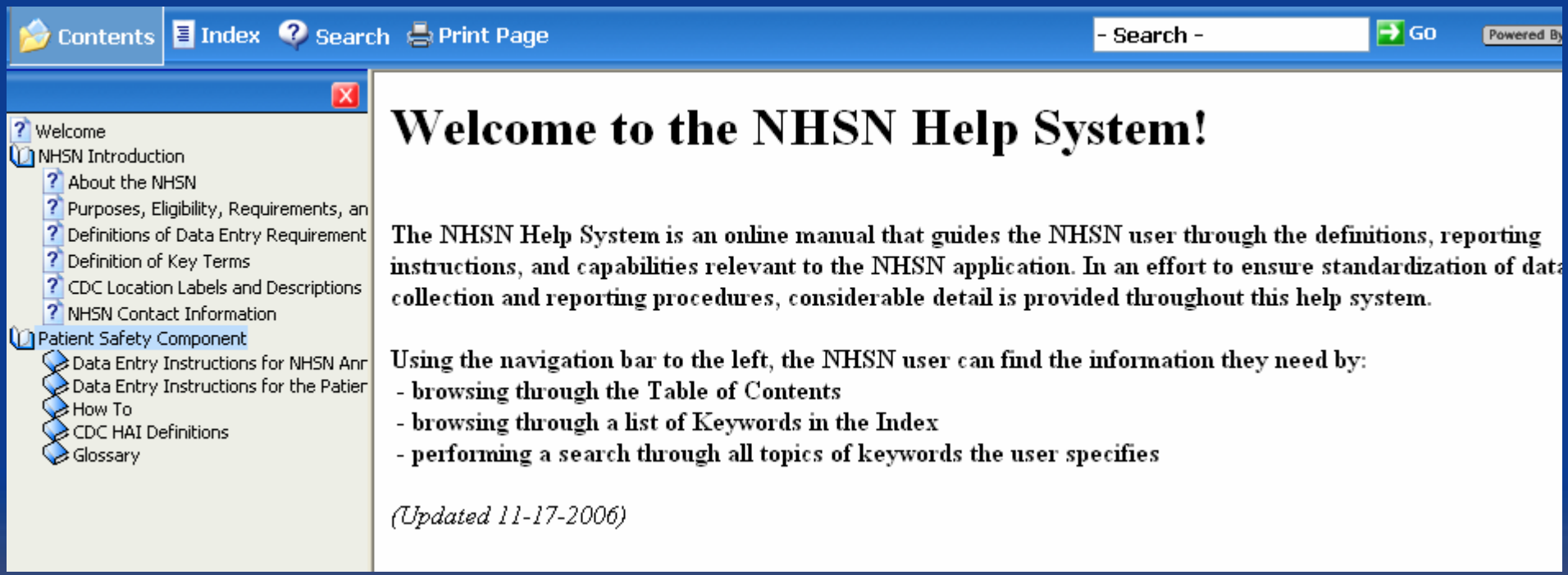

Department of Health and Human Services
Centers for Disease Control and Prevention
NHSN - National Healthcare Safety Network
| NHSN Home | My Info | Contact us | Help
NHSN Home
Reporting Plan
Patient
Event
Procedure
Summary Data
Analysis
Survey
Users
Facility
Group
Log Out
Logged into Test Facility (ID 10036) as MVA9.
Facility Test Facility (ID 10036) is following PS component.
Welcome to the NHSN Home Page.
Use the Navigation bar on the left
to access the features of the application.
Get Adobe Reader
Get Adobe Acrobat Reader for PDF files
Assurance of Confidentiality: The information obtained in this surveillance system that would permit
identification of any individual or institution is collected with a guarantee that it will be held in strict confi
will be used only for the purposes stated, and will not otherwise be disclosed or released without the cons
the individual, or the institution in accordance with Sections 304, 306 and 308(d) of the Public Health Ser
Act (42 USC 242b, 242k, and 242m(d)).

To contact CDC personnel for assistance with NHSN try:

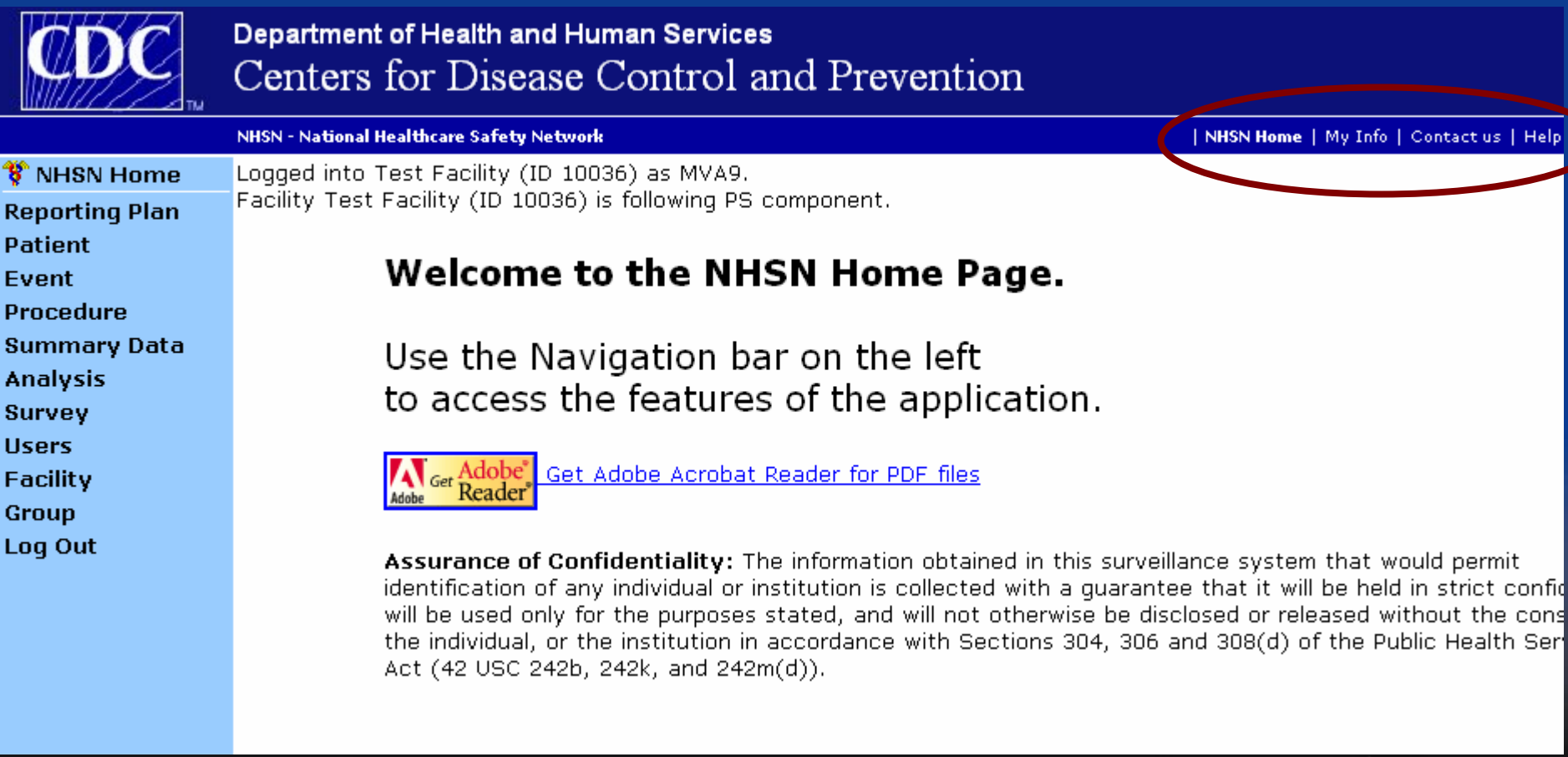
Telephone:	800-893-0485
E-mail:	nhsn@cdc.gov
Website:	http://www.cdc.gov/ncidod/hip/nhsn/members/contact.htm

Home Page


Department of Health and Human Services
Centers for Disease Control and Prevention
NHSN - National Healthcare Safety Network
| NHSN Home | My Info | Contact us | Help
NHSN Home
Reporting Plan
Patient
Event
Procedure
Summary Data
Analysis
Survey
Users
Facility
Group
Log Out
Logged into Test Facility (ID 10036) as MVA9.
Facility Test Facility (ID 10036) is following PS component.
Welcome to the NHSN Home Page.
Use the Navigation bar on the left
to access the features of the application.
Get Adobe Reader
Get Adobe Acrobat Reader for PDF files
Assurance of Confidentiality: The information obtained in this surveillance system that would permit identification of any individual or institution is collected with a guarantee that it will be held in strict confi
will be used only for the purposes stated, and will not otherwise be disclosed or released without the cons
the individual, or the institution in accordance with Sections 304, 306 and 308(d) of the Public Health Ser
Act (42 USC 242b, 242k, and 242m(d)).


Contents
Index
Search
Print Page
- Search -
Go
Welcome
NHSN Introduction
About the NHSN
Purposes, Eligibility, Requirements, an
Definitions of Data Entry Requirement
Definition of Key Terms
CDC Location Labels and Descriptions
NHSN Contact Information
Patient Safety Component
Data Entry Instructions for NHSN Anr
Data Entry Instructions for the Patier
How To
CDC HAI Definitions
Glossary
Welcome to the NHSN Help System!
The NHSN Help System is an online manual that guides the NHSN user through the definitions, reporting instructions, and capabilities relevant to the NHSN application. In an effort to ensure standardization of data collection and reporting procedures, considerable detail is provided throughout this help system.
Using the navigation bar to the left, the NHSN user can find the information they need by:
- browsing through the Table of Contents
- browsing through a list of Keywords in the Index
- performing a search through all topics of keywords the user specifies
(Updated 11-17-2006)

Home Page


Department of Health and Human Services
Centers for Disease Control and Prevention
NHSN - National Healthcare Safety Network
| NHSN Home | My Info | Contact us | Help
NHSN Home
Reporting Plan
Patient
Event
Procedure
Summary Data
Analysis
Survey
Users
Facility
Group
Log Out
Logged into Test Facility (ID 10036) as MVA9.
Facility Test Facility (ID 10036) is following PS component.
Welcome to the NHSN Home Page.
Use the Navigation bar on the left
to access the features of the application.
Get Adobe Reader
Get Adobe Acrobat Reader for PDF files
Assurance of Confidentiality: The information obtained in this surveillance system that would permit
identification of any individual or institution is collected with a guarantee that it will be held in strict confi
will be used only for the purposes stated, and will not otherwise be disclosed or released without the cons
the individual, or the institution in accordance with Sections 304, 306 and 308(d) of the Public Health Ser
Act (42 USC 242b, 242k, and 242m(d)).

Department of Health and Human Services
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network | NHSN Home | My Info | Contact us | Help

- NHSN Home
- Reporting Plan
- Patient
- Event
- Procedure
- Summary Data
- Analysis
- Survey
- Users
- Facility
- Group
- Log Out

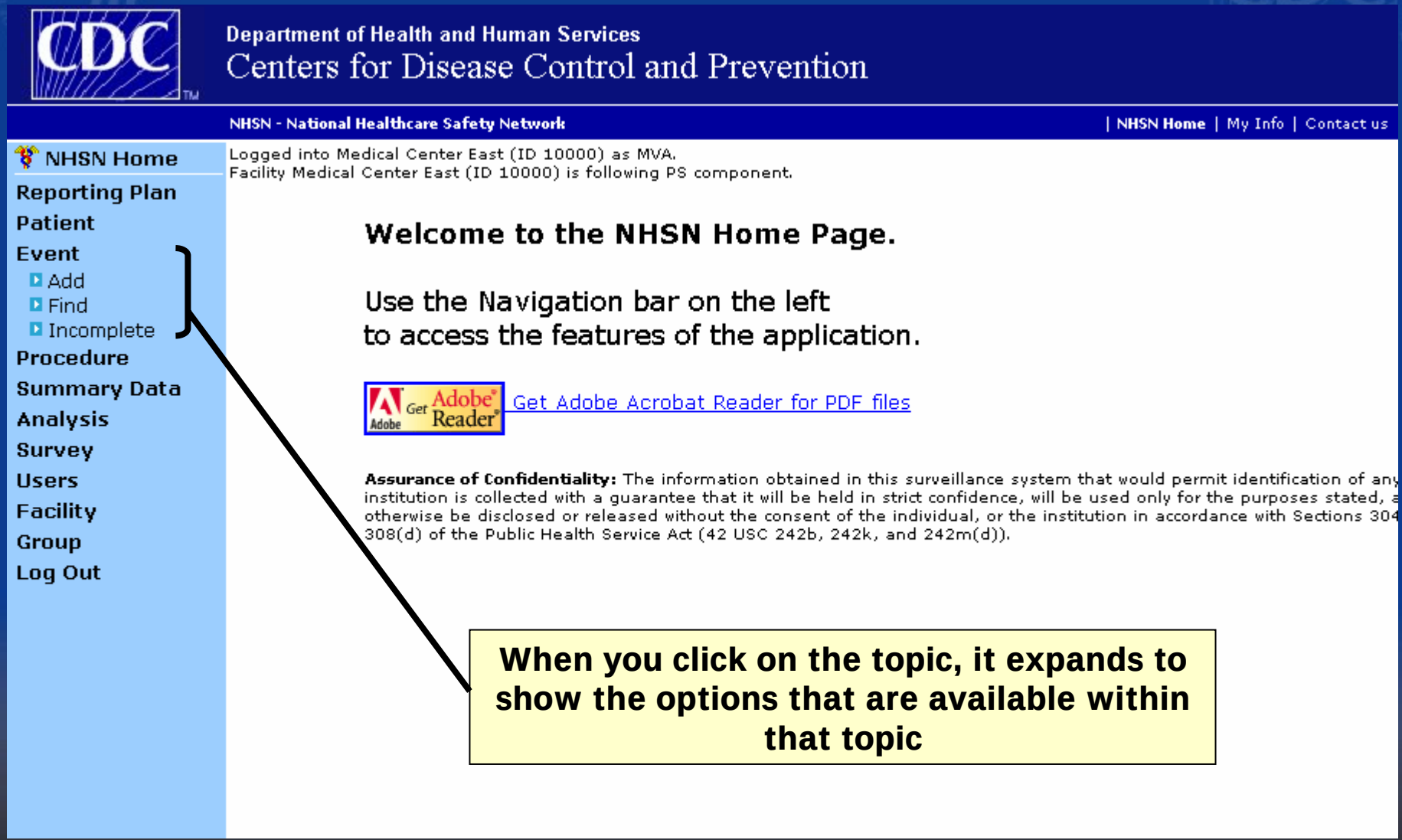
Logged into Medical Center East (ID 10000) as MVA.
Facility Medical Center East (ID 10000) is following PS component.

Welcome to the NHSN Home Page.

Use the Navigation bar on the left
to access the features of the application.

Get Adobe Reader Get Adobe Acrobat Reader for PDF files

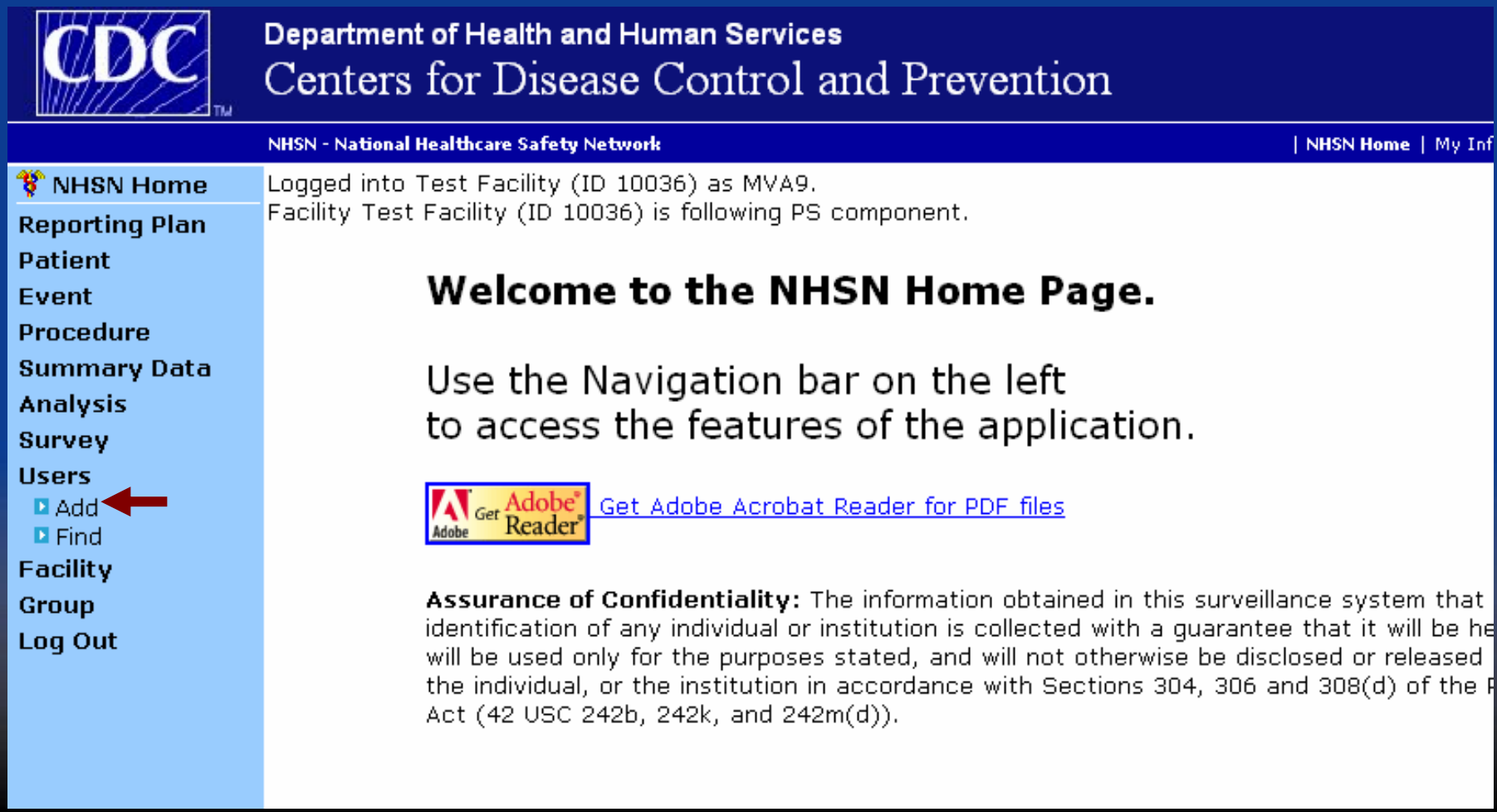
Assurance of Confidentiality: The information obtained in this surveillance system that would permit identification of any indiv
institution is collected with a guarantee that it will be held in strict confidence, will be used only for the purposes stated, and wil
otherwise be disclosed or released without the consent of the individual, or the institution in accordance with Sections 304, 306
308(d) of the Public Health Service Act (42 USC 242b, 242k, and 242m(d)).


Department of Health and Human Services
Centers for Disease Control and Prevention
NHSN - National Healthcare Safety Network
| NHSN Home | My Info | Contact us
NHSN Home
Reporting Plan
Patient
Event
Add
Find
Incomplete
Procedure
Summary Data
Analysis
Survey
Users
Facility
Group
Log Out
Logged into Medical Center East (ID 10000) as MVA.
Facility Medical Center East (ID 10000) is following PS component.
Welcome to the NHSN Home Page.
Use the Navigation bar on the left
to access the features of the application.
Get Adobe Reader
Get Adobe Acrobat Reader for PDF files
Assurance of Confidentiality: The information obtained in this surveillance system that would permit identification of any
institution is collected with a guarantee that it will be held in strict confidence, will be used only for the purposes stated, a
otherwise be disclosed or released without the consent of the individual, or the institution in accordance with Sections 304
308(d) of the Public Health Service Act (42 USC 242b, 242k, and 242m(d)).
When you click on the topic, it expands to show the options that are available within that topic

Adding a User

- When Enrollment process is complete, NHSN Facility Administrator adds Users
- A person should not get a digital certificate until the Facility Administrator has added them as a user

- To add a new user to your facility, click on **Users**, then click on **Add**



Add User

Mandatory fields marked with *

User ID*: DDUCK

Create a different User ID for each user you create. Use any combination of letters and/or numbers but spaces are not used

Prefix:

First Name *:

Middle Name:

Last Name *:

Title:

User Active: Y-Yes

User Type: ICP-Infection Control Professional

Phone Number:

Extension:

Fax Number:

E-mail Address*:

Address:

Address, Line 2:

Address3:

City:

Add User

Mandatory fields marked with *

User ID*: DDUCK Up to 32 letters and/or numbers

Prefix:

First Name *: DONALD

Middle Name:

Last Name *: DUCK

Title:

User Active: Y - Yes

User Type: ICP - Infection Control Professional

Phone Number: Extension:

Fax Number:

E-mail Address*:

Address:

Address, Line 2:

Address3:

City:

Enter first and last name of the new user

Department of Health and Human Services
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network | NHSN H

- NHSN Home
- Reporting Plan
- Patient
- Event
- Procedure
- Summary Data
- Analysis
- Survey
- Users
  - Add
  - Find
- Facility
- Group
- Log Out

Logged into Medical Center East (ID 10000) as MVA.
Facility Medical Center East (ID 10000) is following PS component.

Add User

Mandatory fields marked with *

User ID*: DDUCK Up to 32 letters and/or numbers, no spaces or s

Prefix:

First Name *: Donald

Middle Name:

Last Name *: Duck

Title:

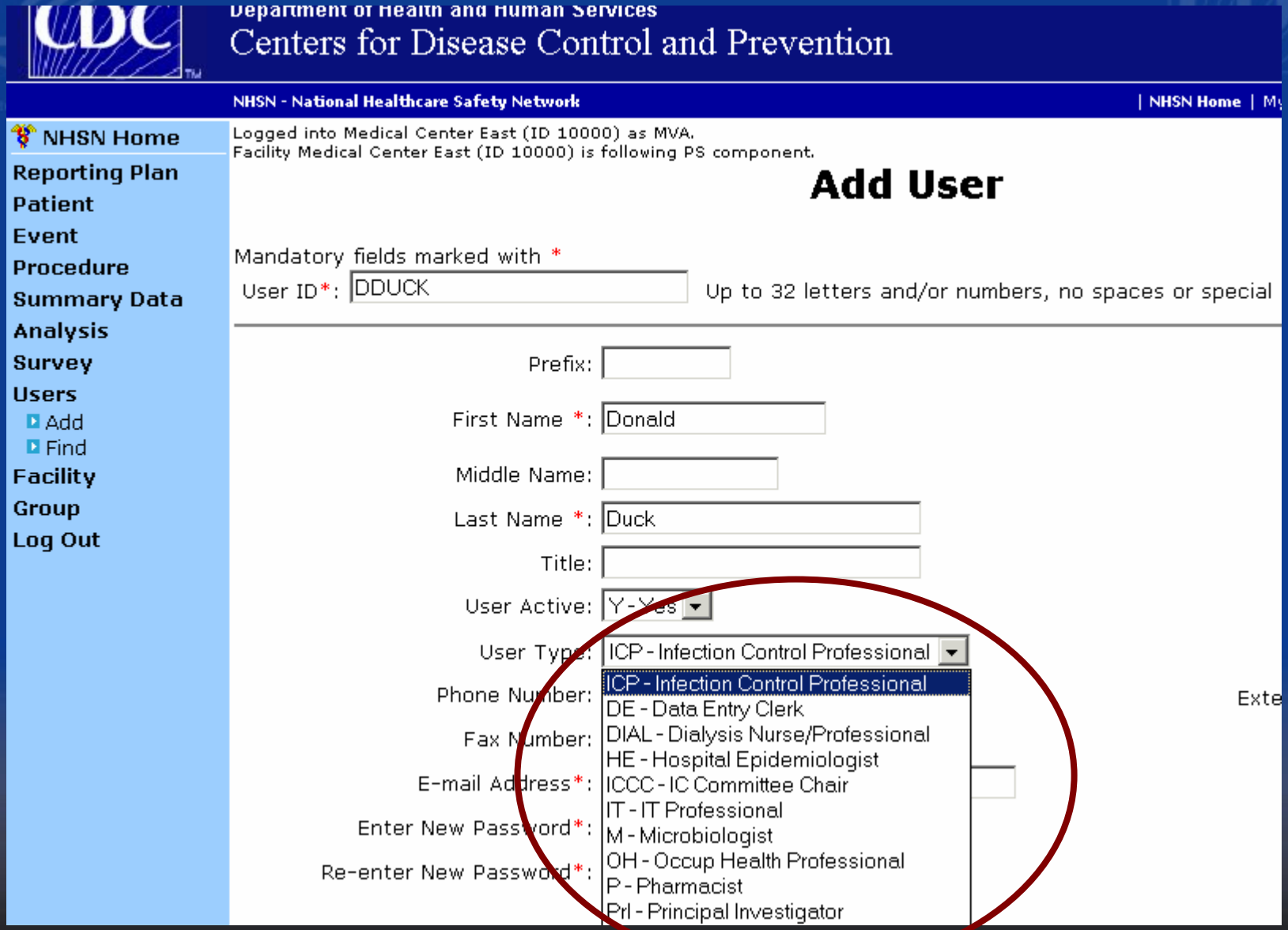
User Active: Y-Yes

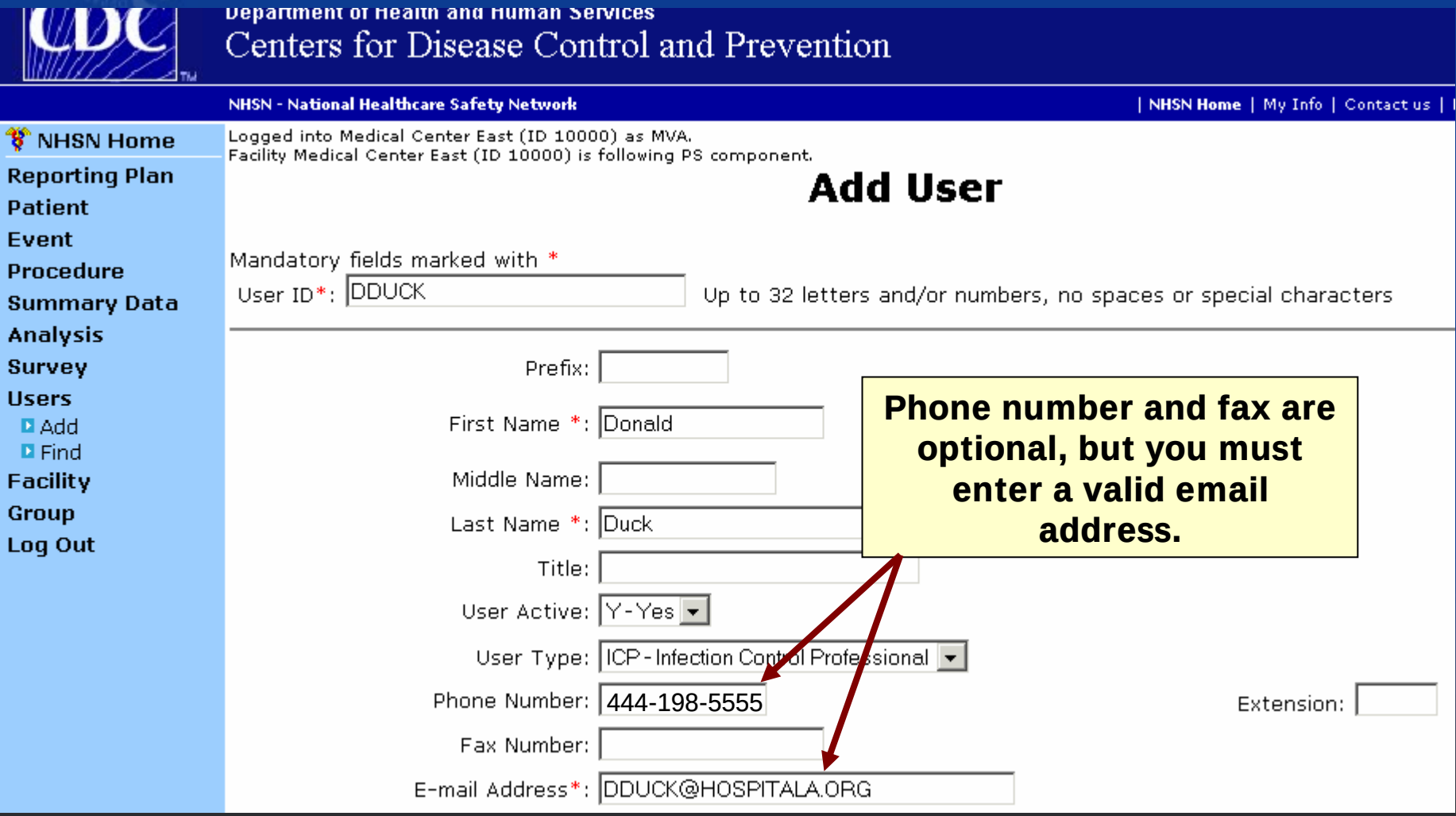
User Type: Y-Yes / N-No r

Phone Number:

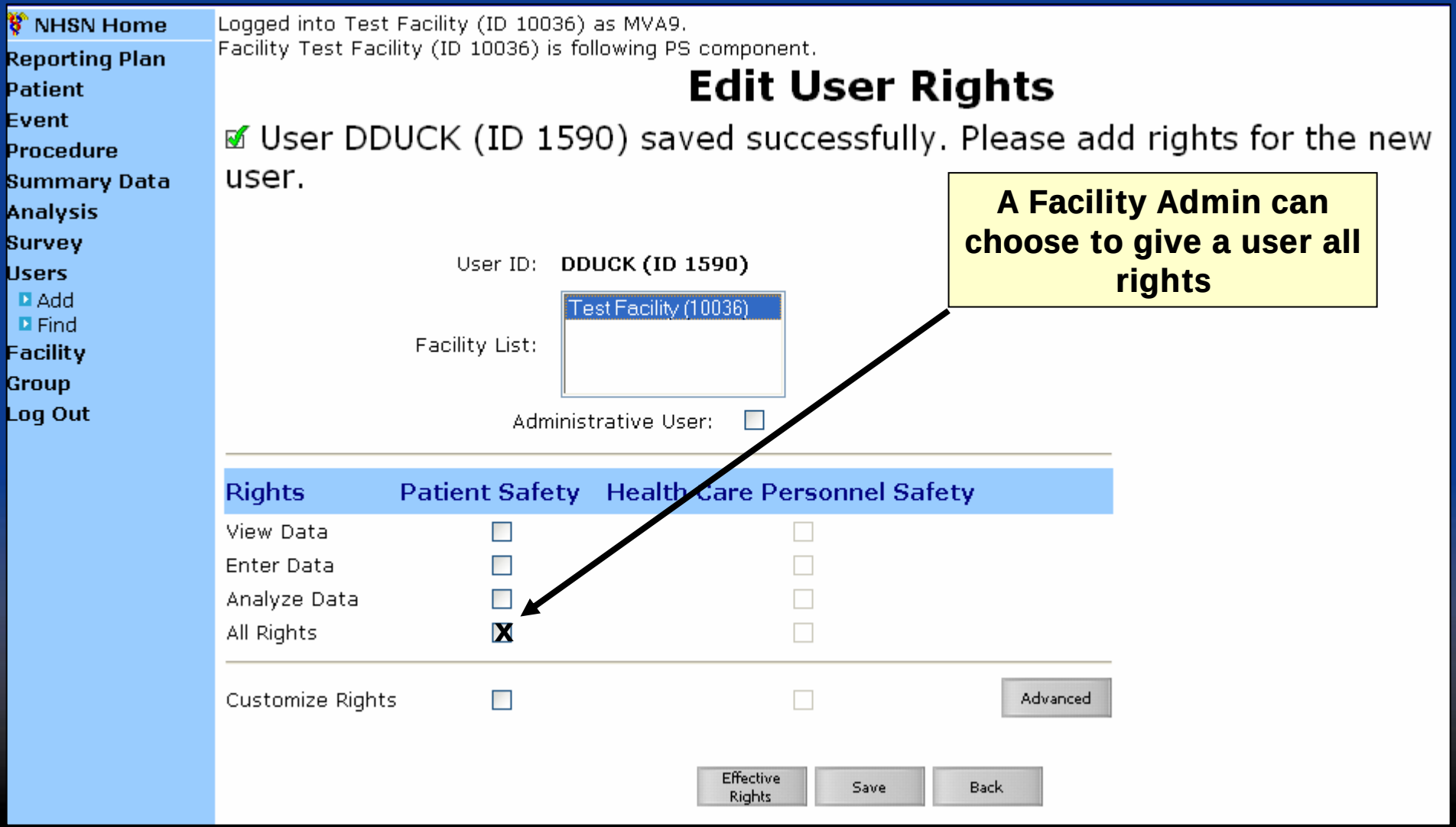
Fax Number:

E-mail Address*:

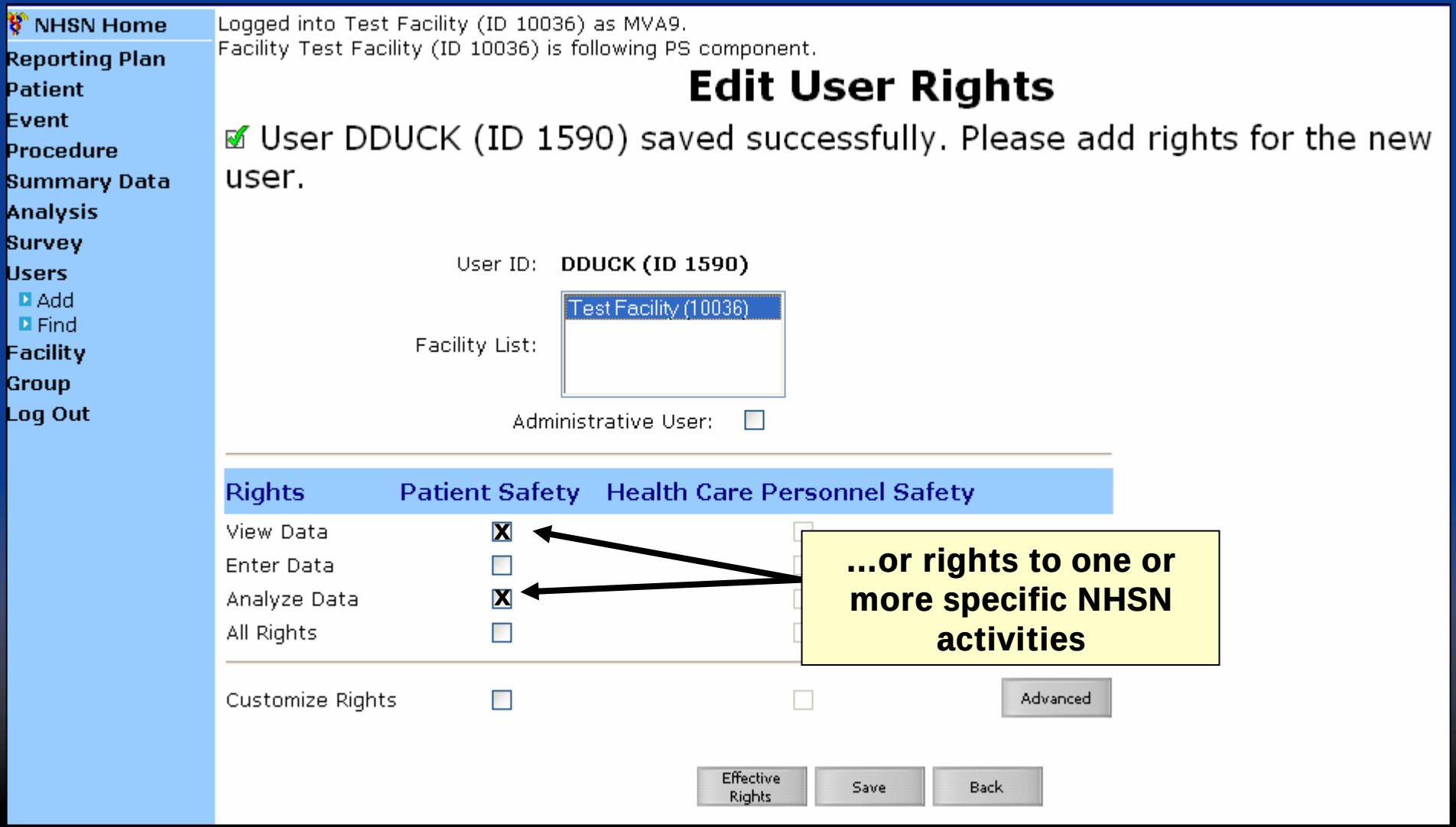

Department of Health and Human Services
Centers for Disease Control and Prevention
NHSN - National Healthcare Safety Network
| NHSN Home | My
NHSN Home
Reporting Plan
Patient
Event
Procedure
Summary Data
Analysis
Survey
Users
Add
Find
Facility
Group
Log Out
Logged into Medical Center East (ID 10000) as MVA.
Facility Medical Center East (ID 10000) is following PS component.
Add User
Mandatory fields marked with *
User ID*: DDUCK
Up to 32 letters and/or numbers, no spaces or special
Prefix:
First Name *: Donald
Middle Name:
Last Name *: Duck
Title:
User Active: Y-Yes
User Type: ICP - Infection Control Professional
Phone Number:
Fax Number:
E-mail Address*:
Enter New Password*:
Re-enter New Password*:
Exte
ICP - Infection Control Professional
DE - Data Entry Clerk
DIAL - Dialysis Nurse/Professional
HE - Hospital Epidemiologist
ICCC - IC Committee Chair
IT - IT Professional
M - Microbiologist
OH - Occup Health Professional
P - Pharmacist
PrI - Principal Investigator


Department of Health and Human Services
Centers for Disease Control and Prevention
NHSN - National Healthcare Safety Network
| NHSN Home | My Info | Contact us |
NHSN Home
Reporting Plan
Patient
Event
Procedure
Summary Data
Analysis
Survey
Users
Add
Find
Facility
Group
Log Out
Logged into Medical Center East (ID 10000) as MVA.
Facility Medical Center East (ID 10000) is following PS component.
Add User
Mandatory fields marked with *
User ID*: DDUCK
Up to 32 letters and/or numbers, no spaces or special characters
Prefix:
First Name *: Donald
Middle Name:
Last Name *: Duck
Title:
User Active: Y - Yes
User Type: ICP - Infection Control Professional
Phone Number: 444-198-5555
Extension:
Fax Number:
E-mail Address*: DDUCK@HOSPITALA.ORG
Phone number and fax are optional, but you must enter a valid email address.

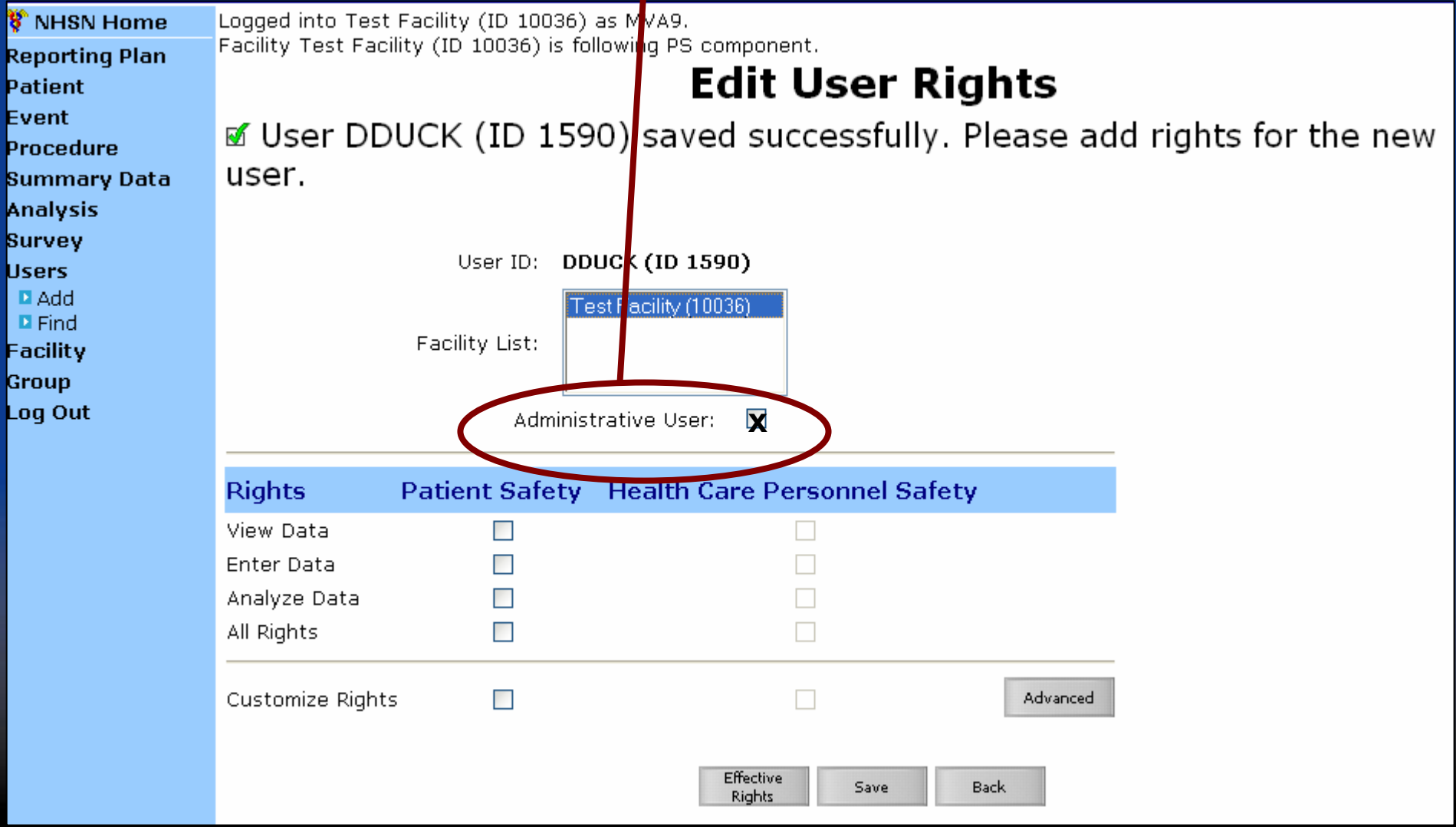
- After entering the user information, click on save – this screen will appear:

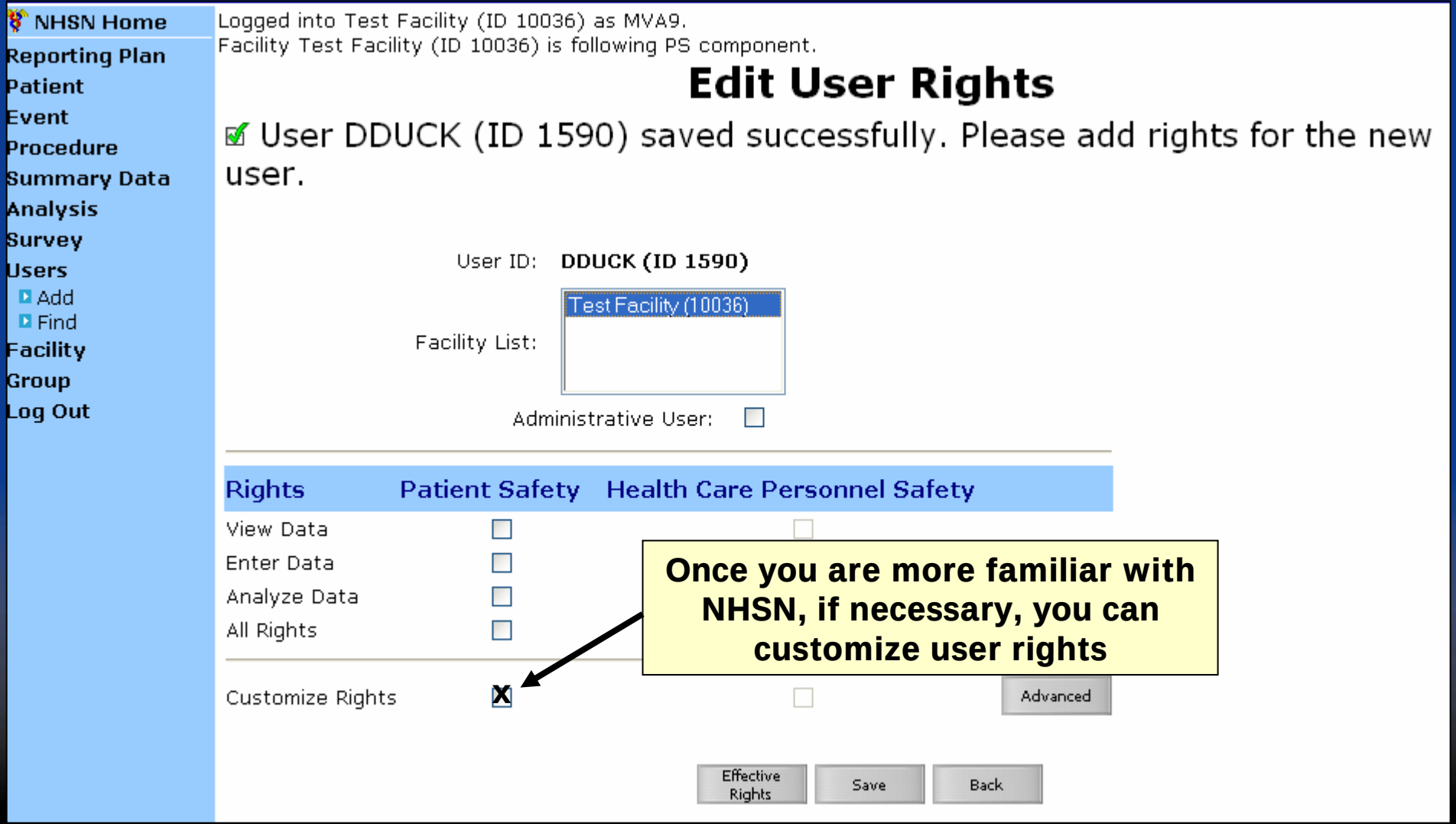


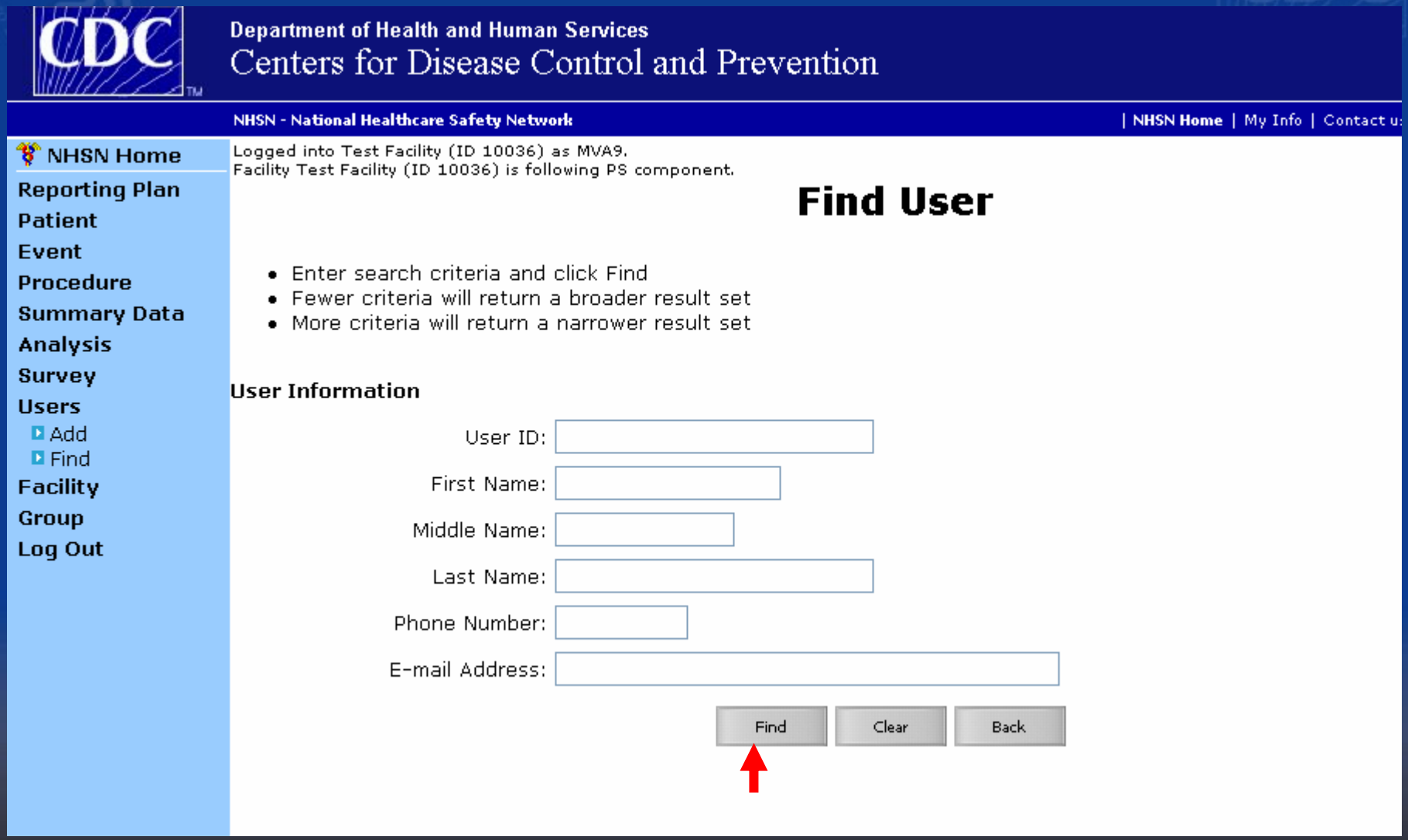
- After entering the user information, click on save – this screen will appear:

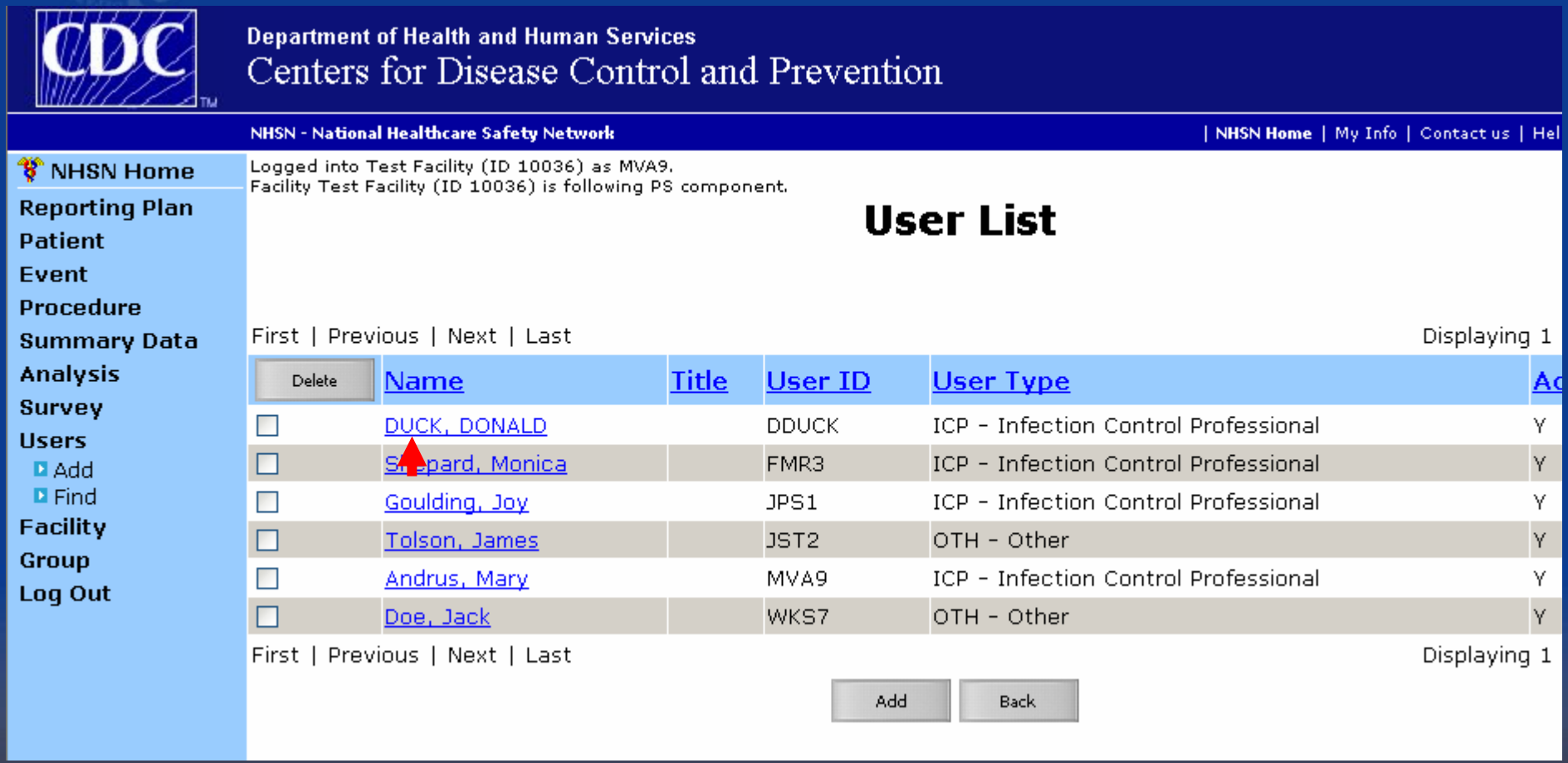


The NHSN Facility Admin can also choose make the user an Administrative User. This will allow the user to add Locations and Surgeons




NHSN Home
Reporting Plan
Patient
Event
Procedure
Summary Data
Analysis
Survey
Users
Add
Find
Facility
Group
Log Out
Logged into Test Facility (ID 10036) as MVA9.
Facility Test Facility (ID 10036) is following PS component.
Edit User Rights
User DDUCK (ID 1590) saved successfully. Please add rights for the new user.
User ID: DDUCK (ID 1590)
Facility List:
Test Facility (10036)
Administrative User:
Rights
Patient Safety
Health Care Personnel Safety
View Data
Enter Data
Analyze Data
All Rights
Customize Rights
Advanced
Effective Rights
Save
Back
Once you are more familiar with NHSN, if necessary, you can customize user rights


Department of Health and Human Services
Centers for Disease Control and Prevention
NHSN - National Healthcare Safety Network
| NHSN Home | My Info | Contact u
NHSN Home
Reporting Plan
Patient
Event
Procedure
Summary Data
Analysis
Survey
Users
Add
Find
Facility
Group
Log Out
Logged into Test Facility (ID 10036) as MVA9.
Facility Test Facility (ID 10036) is following PS component.
Find User
Enter search criteria and click Find
Fewer criteria will return a broader result set
More criteria will return a narrower result set
User Information
User ID:
First Name:
Middle Name:
Last Name:
Phone Number:
E-mail Address:
Find
Clear
Back


Department of Health and Human Services
Centers for Disease Control and Prevention
NHSN - National Healthcare Safety Network
| NHSN Home | My Info | Contact us | Hel
NHSN Home
Reporting Plan
Patient
Event
Procedure
Summary Data
Analysis
Survey
Users
Add
Find
Facility
Group
Log Out
Logged into Test Facility (ID 10036) as MVA9.
Facility Test Facility (ID 10036) is following PS component.
User List
First | Previous | Next | Last
Displaying 1
Delete
Name
Title
User ID
User Type
DUCK, DONALD
DDUCK
ICP - Infection Control Professional
Goulding, Joy
JPS1
ICP - Infection Control Professional
Tolson, James
JST2
OTH - Other
Andrus, Mary
MVA9
ICP - Infection Control Professional
Doe, Jack
WKS7
OTH - Other
First | Previous | Next | Last
Displaying 1
Add
Back

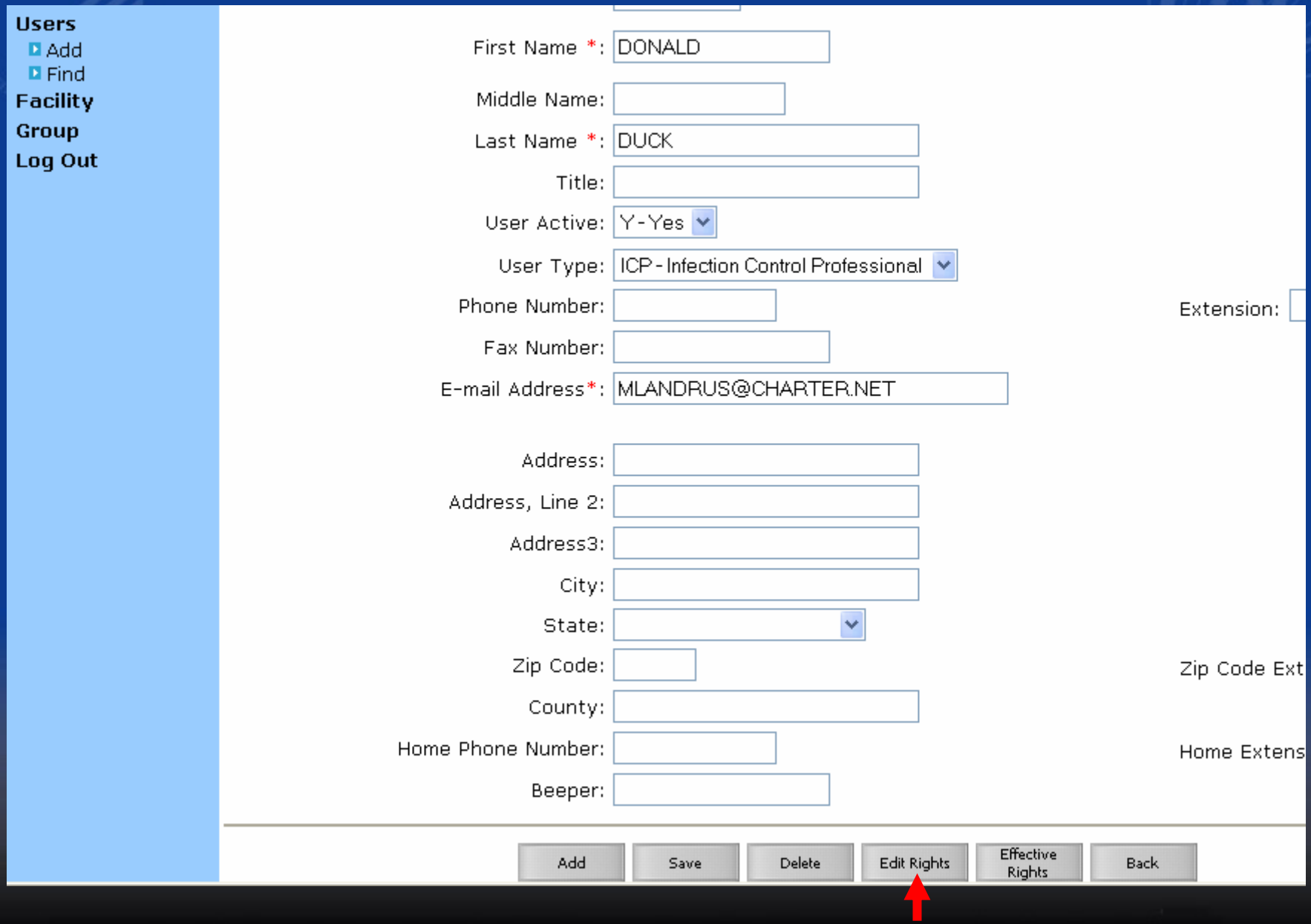
NHSN Home
Reporting Plan
Patient
Event
Procedure
Summary Data
Analysis
Survey
Users
Add
Find
Facility
Group
Log Out

Logged into Test Facility (ID 10036) as MVA9.
Facility Test Facility (ID 10036) is following PS component.

View User

User ID:	DDUCK
Prefix:	
First Name:	DONALD
Middle Name:	
Last Name:	DUCK
Title:	
User Type:	ICP - Infection Control Professional
User Active:	Y
Phone Number:	
Extension:	
E-mail Address:	MLANDRUS@CHARTER.NET
Fax Number:	
User Group/Facility:	Test Facility (10036)
User Roles:	ALLRIGHTS(PS)

Edit | Effective Rights | Back

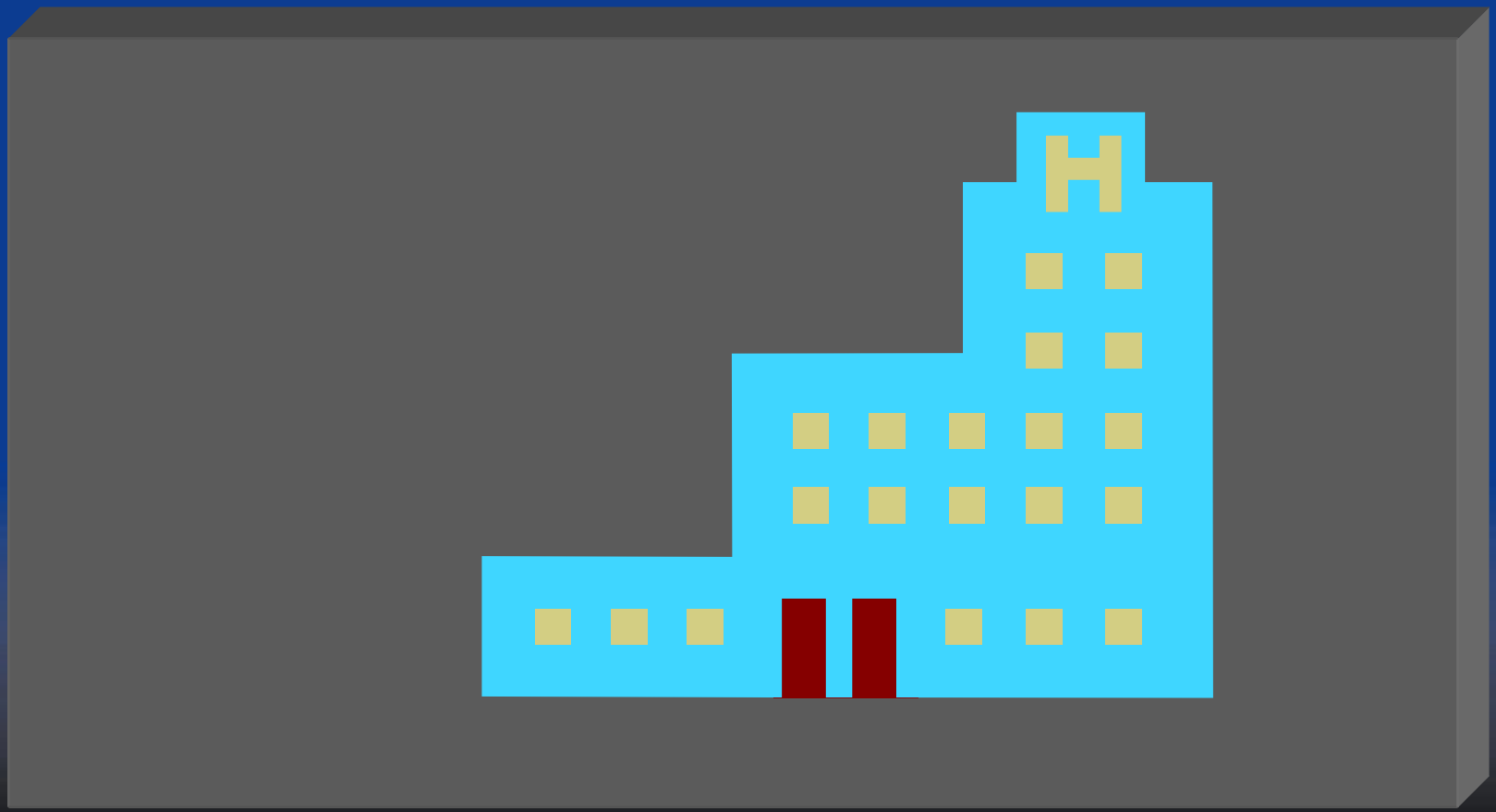

Users
Add
Find
Facility
Group
Log Out
First Name *: DONALD
Middle Name:
Last Name *: DUCK
Title:
User Active: Y-Yes
User Type: ICP-Infection Control Professional
Phone Number:
Extension:
Fax Number:
E-mail Address*: MLANDRUS@CHARTER.NET
Address:
Address, Line 2:
Address3:
City:
State:
Zip Code:
Zip Code Ext
County:
Home Phone Number:
Home Extens
Beeper:
Add
Save
Delete
Edit Rights
Effective Rights
Back

Adding a User

- Once a user is added, NHSN will send the user an email with the following:
  - Agreement to follow the Rules of Behavior
  - Instructions on obtaining and downloading a Digital Certificate

NHSN User Start-up Guide
http://www.cdc.gov/ncidod/dhqp/nhsn_members.html

Adding Locations



Adding Locations

- Decide which locations you will monitor
  - Patient care areas where device-associated infections are monitored
  - Patient care areas where patients having selected operations are housed
- Locations must be identified and set up before the Monthly Reporting Plan can be completed

From the "Facility" section of the Navigation Bar, select Locations

Locations

Instructions

- To ***Add*** a record, fill in the form with the required fields and any desired optional values. Ther
  Add button.
- To ***Find*** a record, click on the *Find* button. One of more fields can be filled in to restrict the se
  values.
- To ***Edit*** a record, perform a *Find* on the desired record. Click on the desired record to fill in its
  the form and edit the values. To save the changes, click on the *Save* button.
- on the desired record(s). Check the corresp
- form.

Enter a code of your choosing for the location

Mandatory fields to "Add" or "Edit" a record marked with *

Your Code*: CTICU

Your Label*: CARDIOTHORACIC SURGICAL ICU

CDC Location Description*: Surgical Cardiothoracic Critical Care

Status*: Active

Bed Size* 16 A bed size greater than zero is required for most inpatient locations

Find Add Clear

Locations

Instructions

- To ***Add*** a record, fill in the form with the required fields and any desired optional values. Ther
  Add button.
- To ***Find*** a record, click on the *Find* button. One of more fields can be filled in to restrict the se
  values.
- To ***Edit*** a record, perform a *Find* on the desired record. Click on the desired record to fill in its
  the form and edit the values. To save the changes, click on the *Save* button.
- To ***Delete*** one or more records, perform a *Find* on the desired record(s). Check the corresp
  (es), then click on the *Delete* button.
- Press the ***Clear*** button to start over with a new form.

Mandatory fields to "Add" or "Edit" a record marked wit

Enter a label for this location – may be the same as the code or an expanded name

Your Code*: CTICU

Your Label*: CARDIOTHORACIC SURGICAL ICU

CDC Location Description*: Surgical Cardiothoracic Critical Care

Status*: Active

Bed Size* 16

A bed size greater than zero is required for most inpatient locations

Find | Add | Clear

Locations

Choose from the dropdown list the CDC location that most closely maps to your location

Instructions

- To ***Add*** a record, f … l values. Then *Add* button.
- To ***Find*** a record, click on the *Find* button. One of more fields can be filled in to restrict the se values.
- To ***Edit*** a record, perform a *Find* on the desired record. Click on the desired record to fill in its the form and edit the values. To save the changes, click on the *Save* button.
- To ***Delete*** one or more records, perform a *Find* on the desired record(s). Check the corresp (es), then click on the *Delete* button.
- Press the ***Clear*** button to start over with a new form.

Mandatory fields to "Add" or "Edit" a record marked with *

Your Code*: CTICU

Your Label*: CARDIOTHORACIC SURGICAL ICU

CDC Location Description*: Surgical Cardiothoracic Critical Care

Status*: Active

Bed Size* 16 A bed size greater than zero is required for most inpatient locations

Find Add Clear

Choosing a CDC Location Type

Using the 80% Rule

- Location: the specific patient care area to which a patient is assigned while receiving care in the healthcare facility

•If 80% of the patients in a patient care area (e.g., pediatric patients requiring orthopedic care) are of a certain type, then so designate that location (in this case, Inpatient Pediatric Orthopedic Ward).

CDC Location Label	Location Description
	INPATIENT LOCATIONS
Inpatient Adult Critical Care	
Burn Critical Care	Critical care area specializing in the care of patients with significant/major burns
Medical Cardiac Critical Care	Critical care area specializing in the care of patients with serious heart problems that do not require heart surgery.
Surgical Cardiothoracic Critical Care	Critical care area specializing in the care of patients following cardiac and thoracic surgery.
Medical Critical Care	Critical care area for patients who are being treated for nonsurgical conditions.
Medical/Surgical Critical Care	An area where critically ill patients with medical and/or surgical conditions are managed.
Neurologic Critical Care	Critical care area specializing in treating life-threatening neurological diseases.
Neurosurgical Critical Care	Critical care area specializing in the surgical management of patients with severe neurological diseases or those at risk for neurological injury as a result of surgery.
Prenatal Critical Care	Critical care area specializing in the management of the pregnant patient with complex medical or obstetric problems requiring a high level of care to prevent the loss of the fetus and to protect the life of the mother.
Respiratory Critical Care	Critical care area for the evaluation and treatment of the patient with severe respiratory conditions.
Surgical Critical Care	Critical care area for the evaluation and management of patients with

Locations

Instructions

- To ***Add*** a record, fill in the form with the required fields and any desired optional values. Ther
  Add button.
- To ***Find*** a record, click on the *Find* button. One of more fields can be filled in to restrict the se
  values.
- To ***Edit*** a record, perform a *Find* on the desired record. Click on the desired record to fill in its
  the form and edit the values. To save the changes, click on the *Save* button.
- To ***Delete*** one or more records, perform a *Find* on the desired record(s). Check the corresp
  (es), then click on the *Delete* button.
- Press the ***Clear*** button to start over with a new form.

Mandatory fields to "Add" or "Edit" a record marked with *

Your Code*: CTICU

Your Label*: CARDIOTHORACIC SURGICAL ICU

CDC Location Description*: Surgical Cardiothoracic Critical Care

Status*: Active

Bed Size* 10 A bed size greater than zero is required for most inpatient locations

Find Add Clear

Locations

Instructions

- To ***Add*** a record, fill in the form with the required fields and any desired optional values. Ther
  Add button.
- To ***Find*** a record, click on the *Find* button. One of more fields can be filled in to restrict the se
  values.
- To ***Edit*** a record, perform a *Find* on the desired record. Click on the desired record to fill in its
  the form and edit the values. To save the changes, click on the *Save* button.
- To ***Delete*** one or more records, perform a *Find* on the desired record(s). Check the corresp
  (es), then click on the *Delete* button.
- Press the ***Clear*** button to start over with a new form.

Mandatory fields to "Add" or "Edit" a record marked with *

Your Code*: CTICU

Your Label*: CARDIOTHORACIC SURGICAL ICU

CDC Location Description*: Surgical Cardiothoracic Critical Care

Status*: Active

Bed Size* 16 A bed size greater than zero is required for most inpatient locations

Find Add Clear

The following message will appear, notifying you that your new location has been added:

Locations

☑ The location 'CARDIOTHORACIC SURGICAL ICU' has been successfully added.

The new location will appear in a list at the bottom of your screen

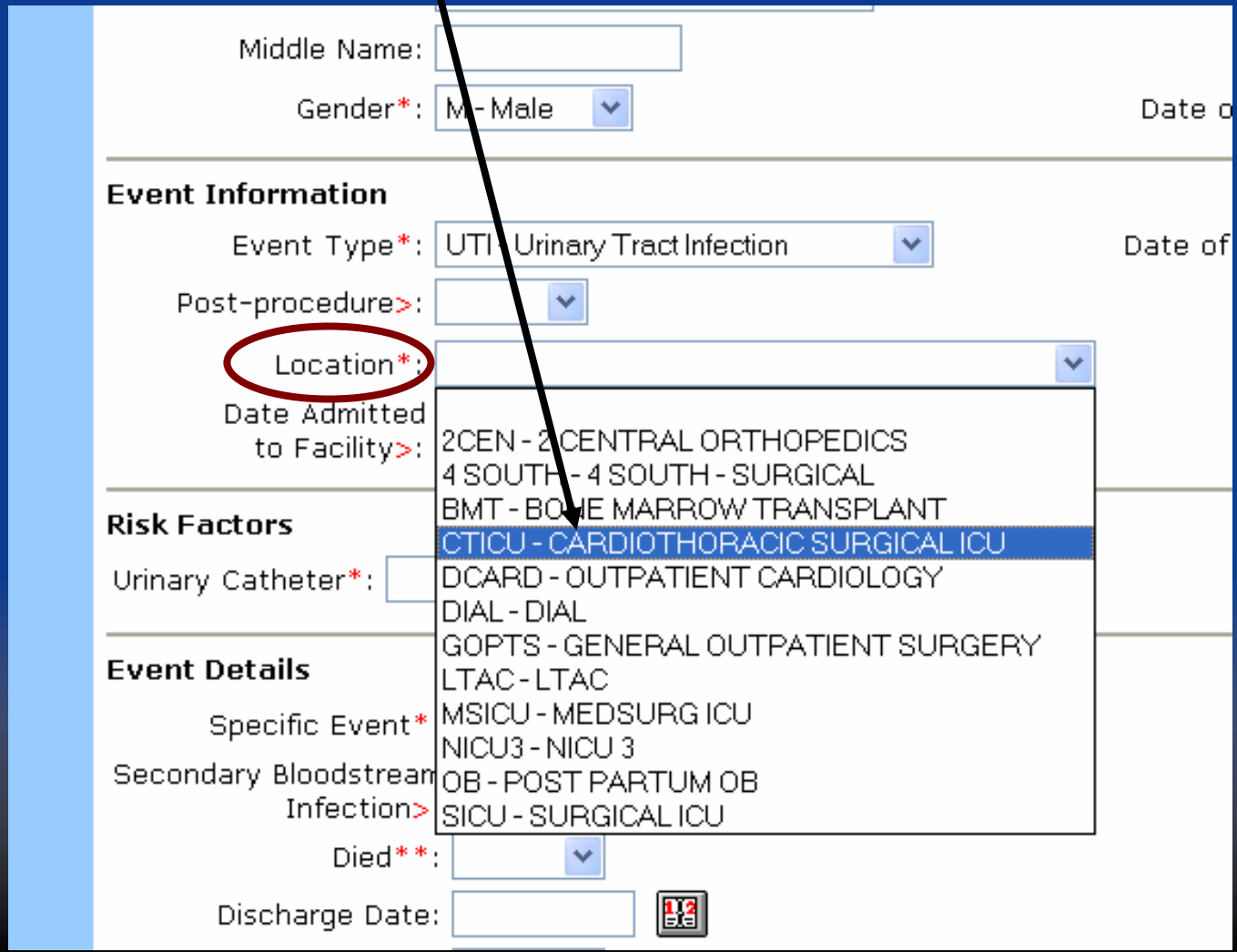
Location Table

First | Previous | Next | Last — Displaying 1 - 1 of 1

Delete	Status	Your Code	Your Label	CDC Description	CDC Code	Bed Size
☐	Active	CTICU	CARDIOTHORACIC SURGICAL ICU	Surgical Cardiothoracic Critical Care	IN:ACUTE:CC:CT	16

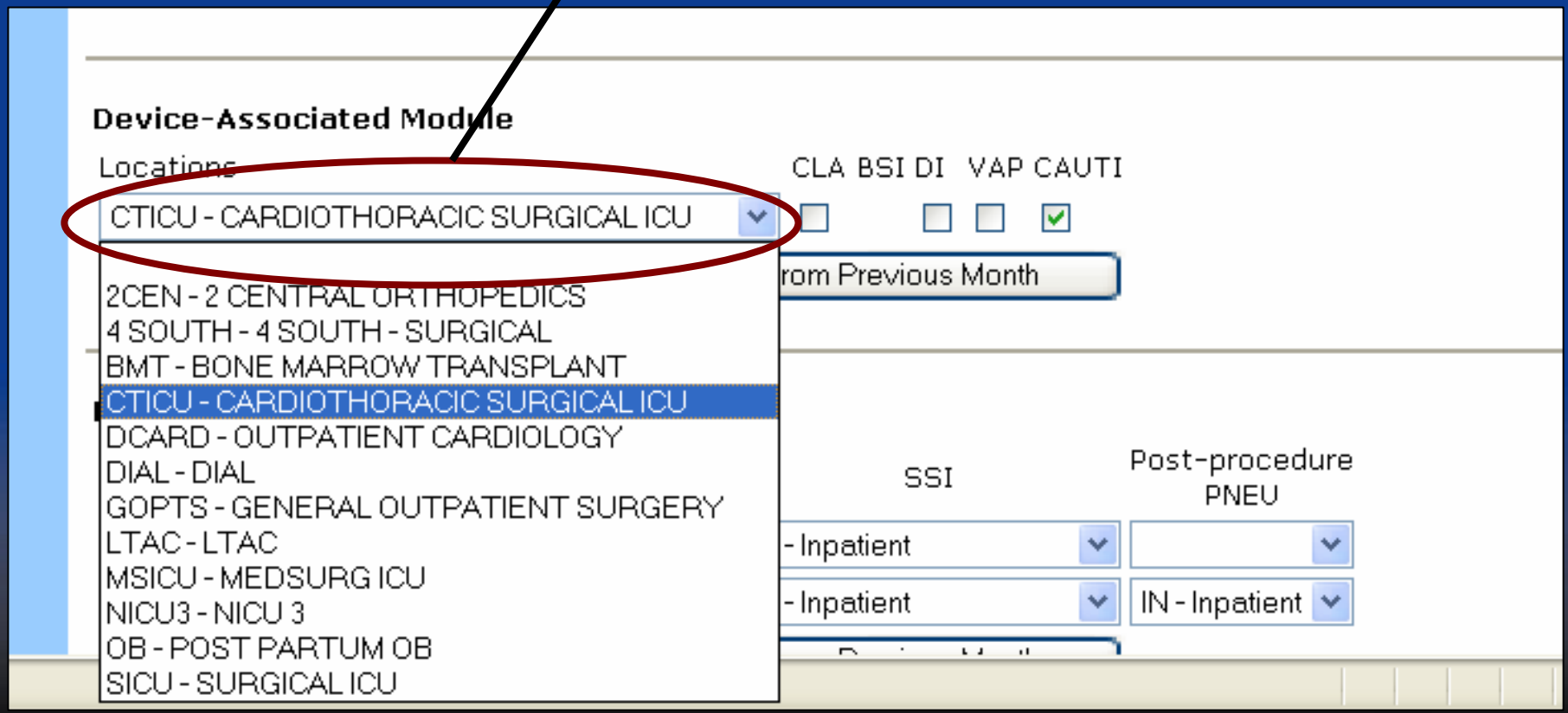
First | Previous | Next | Last — Displaying 1 - 1 of 1

After a new location has been added, it will appear in the Locations drop down lists on the data entry screens



The location will also be available in the

Monthly Reporting Plan



Adding Surgeons

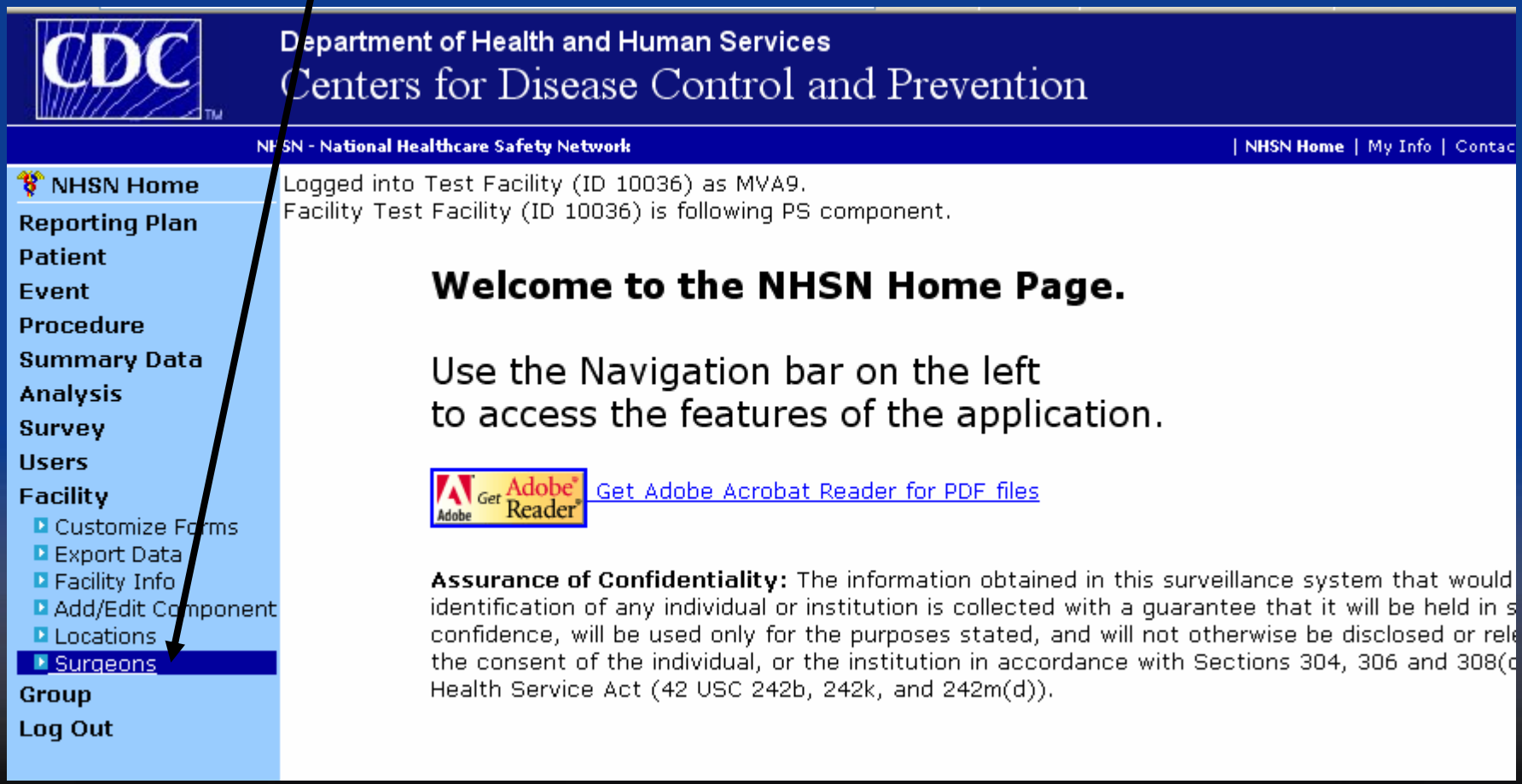
- Surgeon codes and surgeon names are not required in NHSN
- Feedback about SSI rates to surgeons has been shown to be an important component of strategies to reduce SSI risk*

Haley RW, Culver DH, et. al. The efficacy of infection surveillance and control programs in preventing nosocomial infections in US hospitals. Am J Epidemiol 1985;121:182-205.

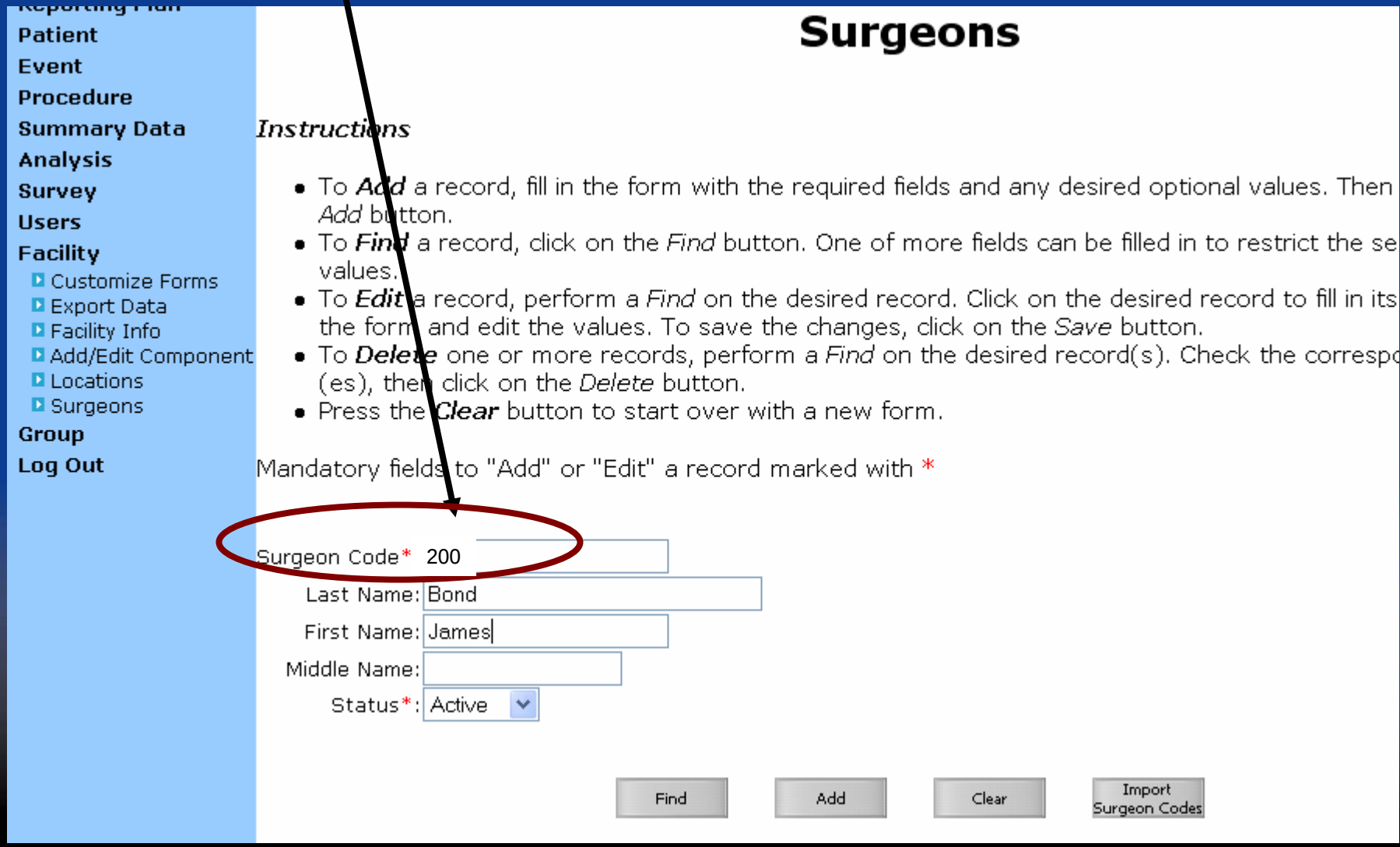
Methods for Adding Surgeons

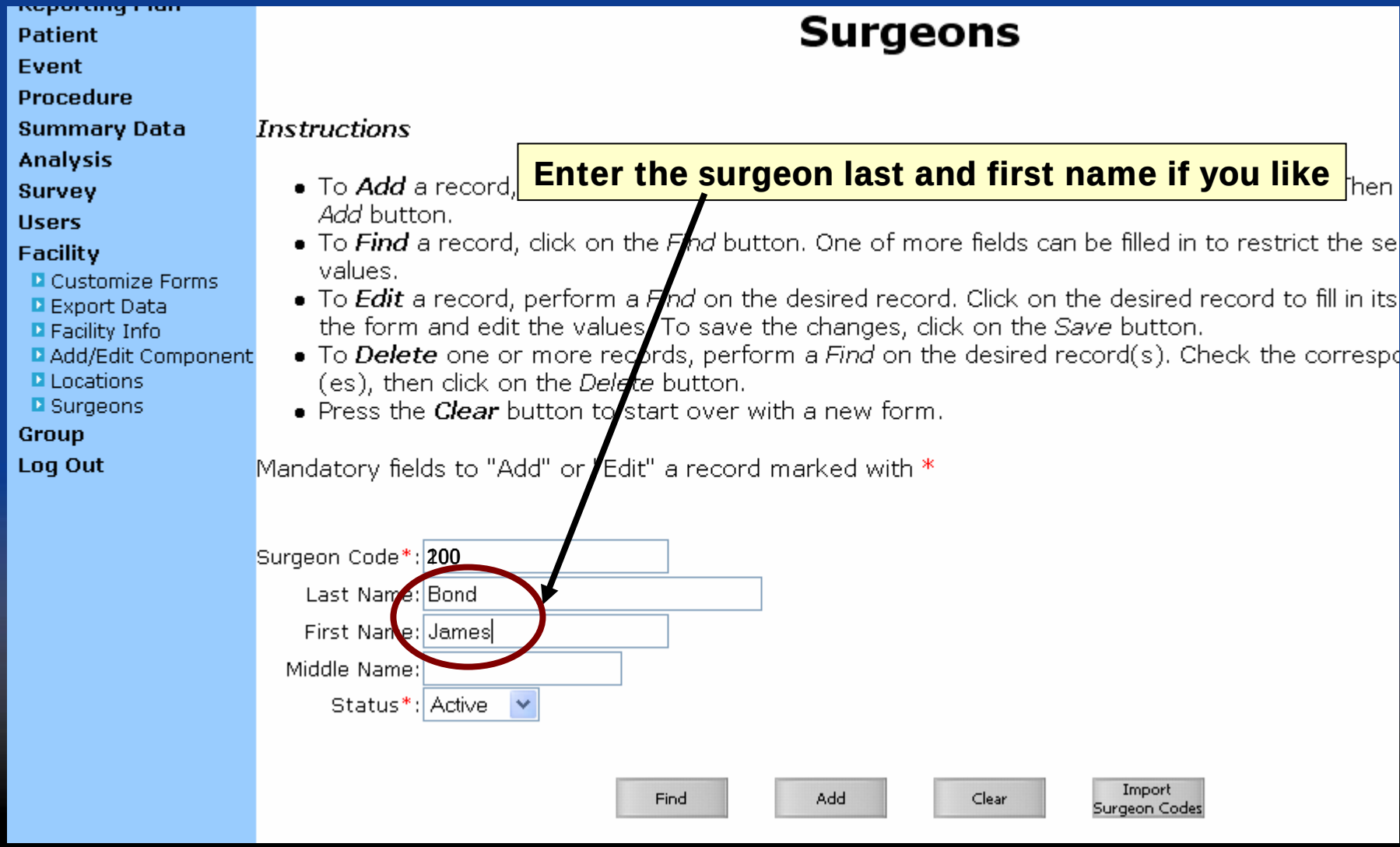
1. Manually enter each surgeon
2. Import surgeon information from a file

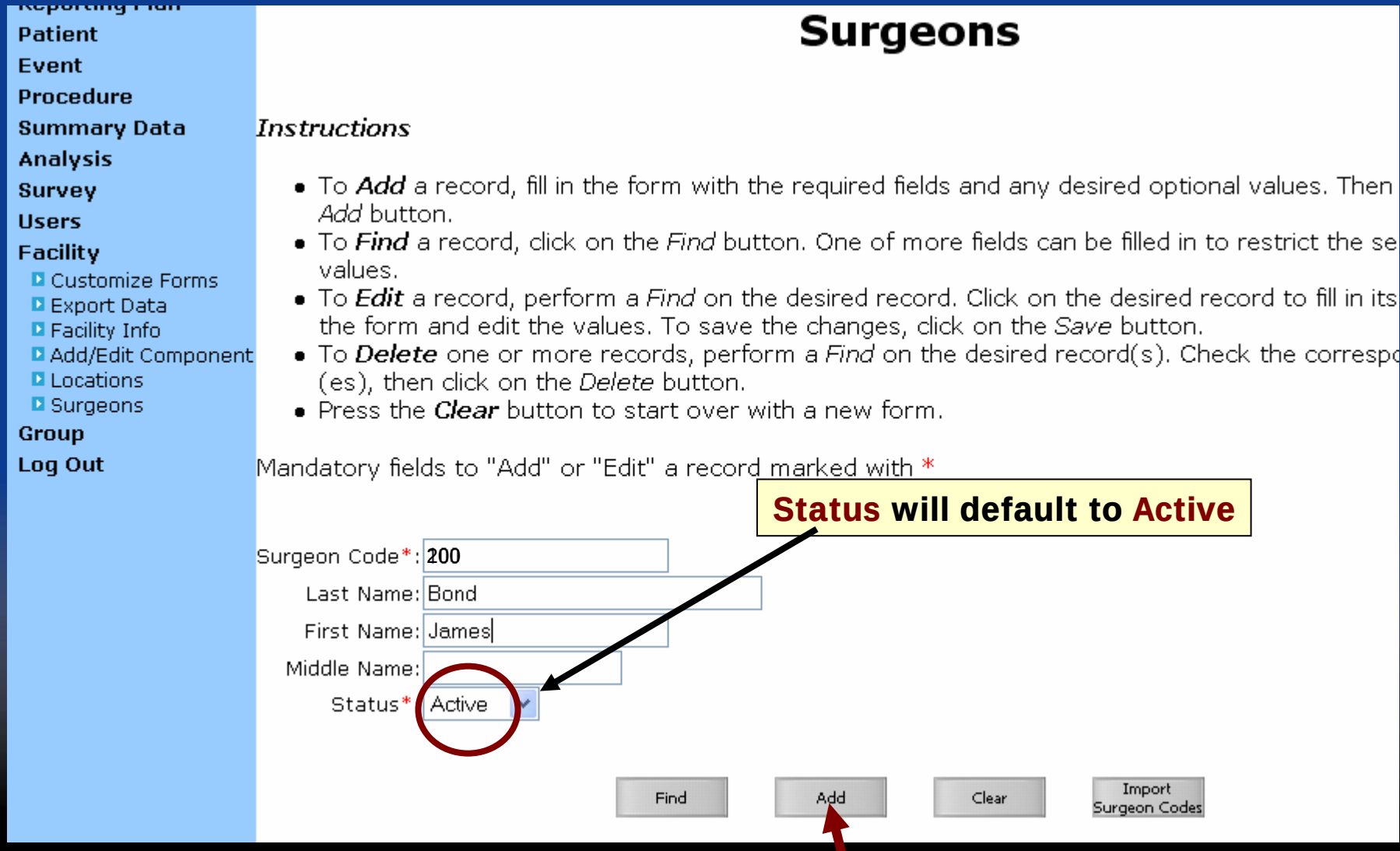
To add a surgeon to your facility, click on **Facility**, then click on **Surgeons**



For manual entry of surgeons, enter alphanumeric code (required)

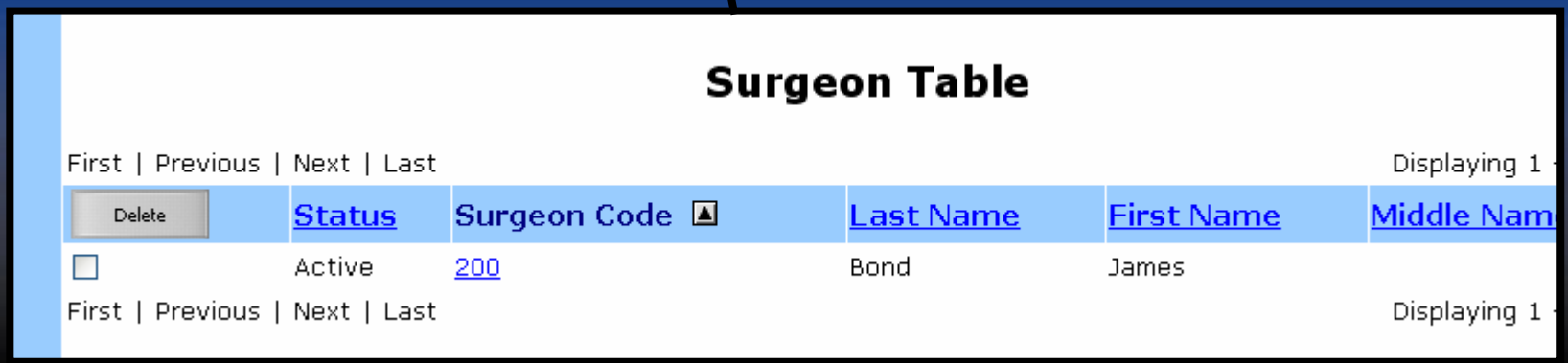


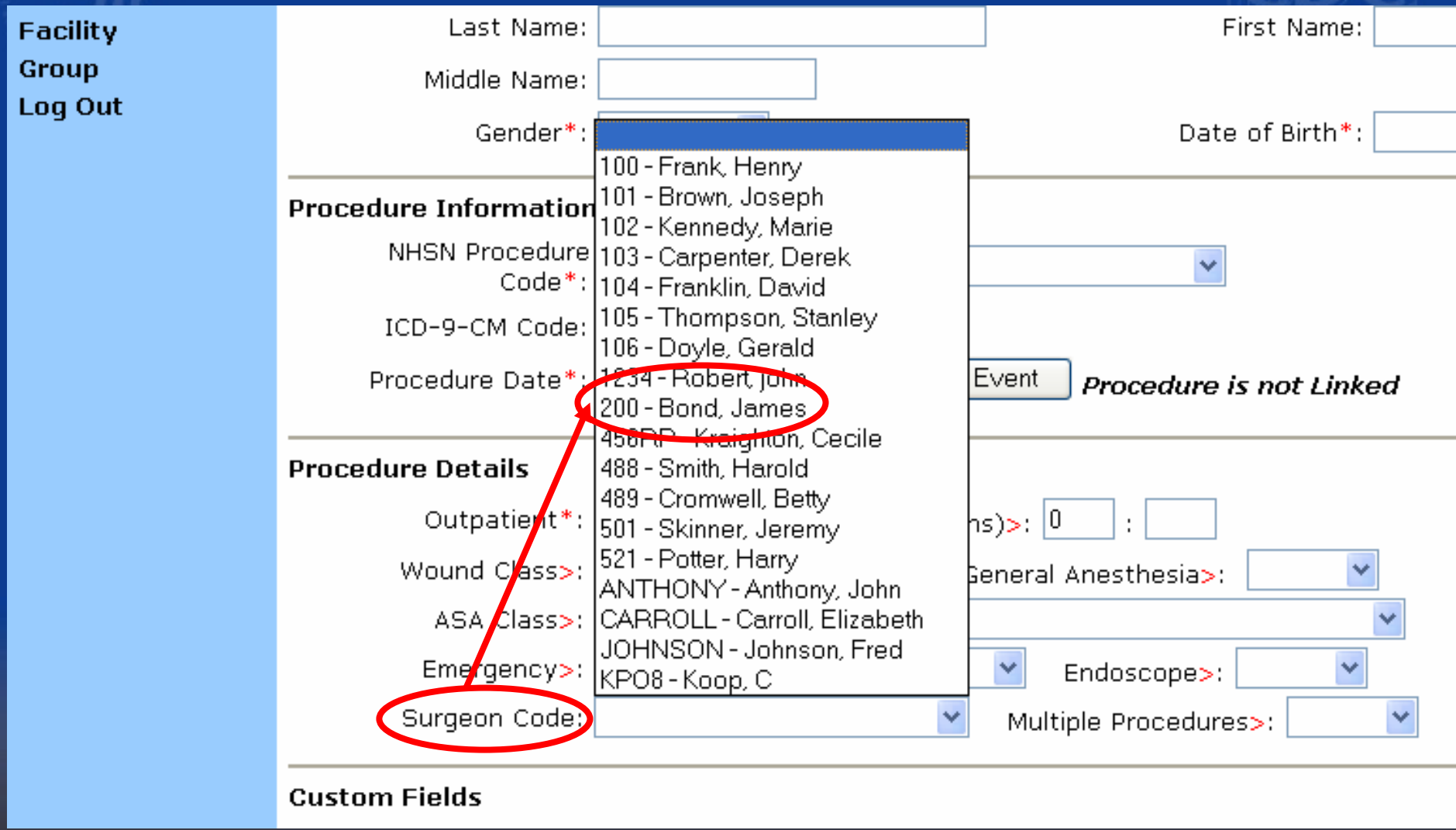

Patient
Event
Procedure
Summary Data
Analysis
Survey
Users
Facility
Customize Forms
Export Data
Facility Info
Add/Edit Component
Locations
Surgeons
Group
Log Out
Surgeons
Instructions
Enter the surgeon last and first name if you like
To Add a record,
Add button.
To Find a record, click on the Find button. One of more fields can be filled in to restrict the se
values.
To Edit a record, perform a Find on the desired record. Click on the desired record to fill in its
the form and edit the values. To save the changes, click on the Save button.
To Delete one or more records, perform a Find on the desired record(s). Check the correspo
(es), then click on the Delete button.
Press the Clear button to start over with a new form.
Mandatory fields to "Add" or "Edit" a record marked with *
Surgeon Code*: 200
Last Name: Bond
First Name: James
Middle Name:
Status*: Active
Find
Add
Clear
Import Surgeon Codes


Patient
Event
Procedure
Summary Data
Analysis
Survey
Users
Facility
Customize Forms
Export Data
Facility Info
Add/Edit Component
Locations
Surgeons
Group
Log Out
Surgeons
Instructions
To Add a record, fill in the form with the required fields and any desired optional values. Then
Add button.
To Find a record, click on the Find button. One of more fields can be filled in to restrict the se
values.
To Edit a record, perform a Find on the desired record. Click on the desired record to fill in its
the form and edit the values. To save the changes, click on the Save button.
To Delete one or more records, perform a Find on the desired record(s). Check the correspo
(es), then click on the Delete button.
Press the Clear button to start over with a new form.
Mandatory fields to "Add" or "Edit" a record marked with *
Status will default to Active
Surgeon Code*: 200
Last Name: Bond
First Name: James
Middle Name:
Status* Active
Find
Add
Clear
Import Surgeon Codes

The following message will appear, notifying you that the surgeon code has been added:

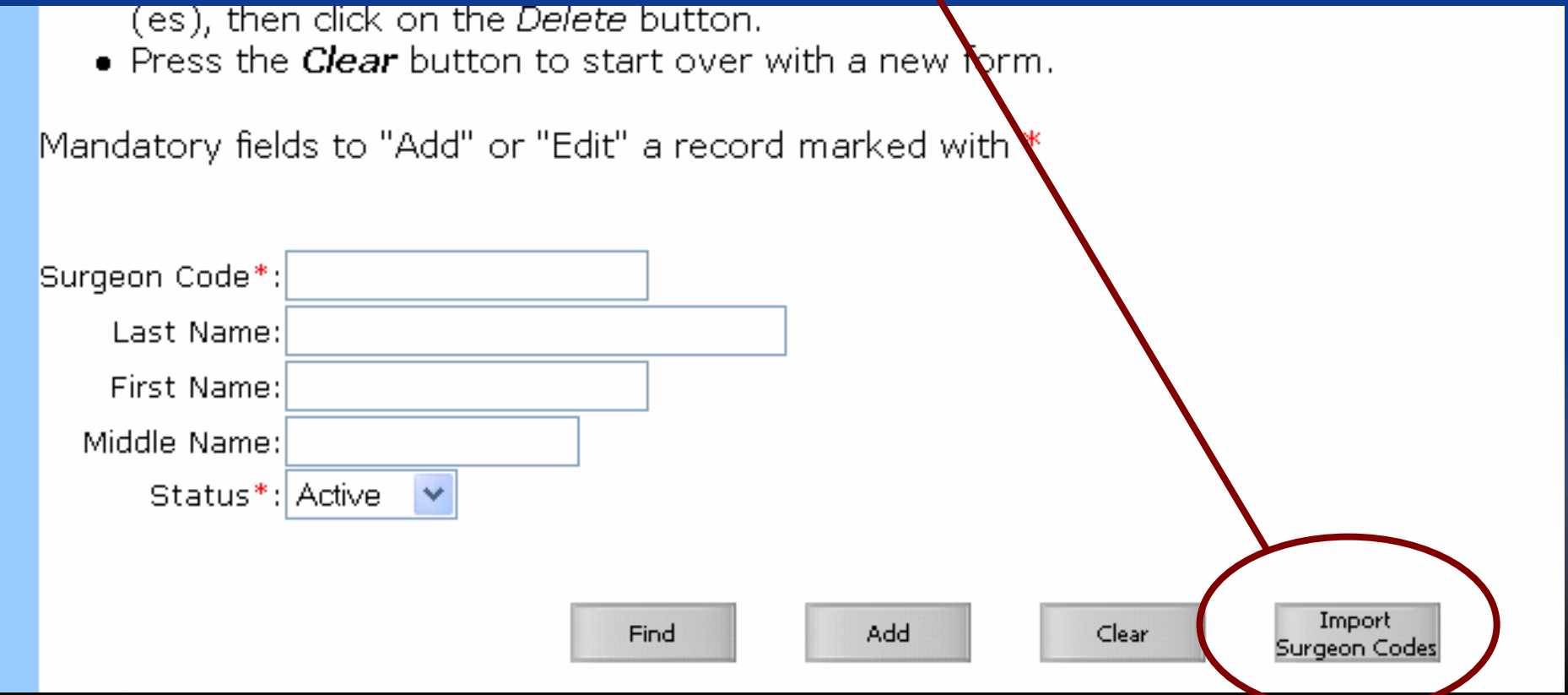
The new surgeon code will appear in a list at the bottom of your screen




Facility
Group
Log Out
Last Name:
First Name:
Middle Name:
Gender*:
Date of Birth*:
100 - Frank, Henry
101 - Brown, Joseph
102 - Kennedy, Marie
103 - Carpenter, Derek
104 - Franklin, David
105 - Thompson, Stanley
106 - Doyle, Gerald
200 - Bond, James
488 - Smith, Harold
489 - Cromwell, Betty
501 - Skinner, Jeremy
521 - Potter, Harry
ANTHONY - Anthony, John
CARROLL - Carroll, Elizabeth
JOHNSON - Johnson, Fred
KP08 - Koop, C
Procedure Information
NHSN Procedure Code*:
ICD-9-CM Code:
Procedure Date*:
Event
Procedure is not Linked
Procedure Details
Outpatient*:
Wound Class>:
ASA Class>:
Emergency>:
Surgeon Code:
Endoscope>:
Multiple Procedures>:
Custom Fields

Importing Surgeons

From the "Add Surgeons" screen, click on Import Surgeon Codes



Importing Surgeons

- Import a comma delimited file

Code, last name, first name, middle name
200, Bond, James, L
201, Duck,,

Import Surgeon Data

A file containing surgeon data may be imported into NHSN. It must be a comma-delimited file in the following format:

Surgeon Code, Last Name, First Name, Middle Name

Examples:	123,Jones,James,J
	A34,Smith,Mary,
	56XY,Johnson,,

Select file to import

Click on the Browse button to locate the file you want to import

C:\Documents and Settings\surgeon import file.txt Browse...

Submit Back

Import Surgeon Data

A file containing surgeon data may be imported into NHSN. It must be a comma-delimited file in the following format:

Surgeon Code, Last Name, First Name, Middle Name

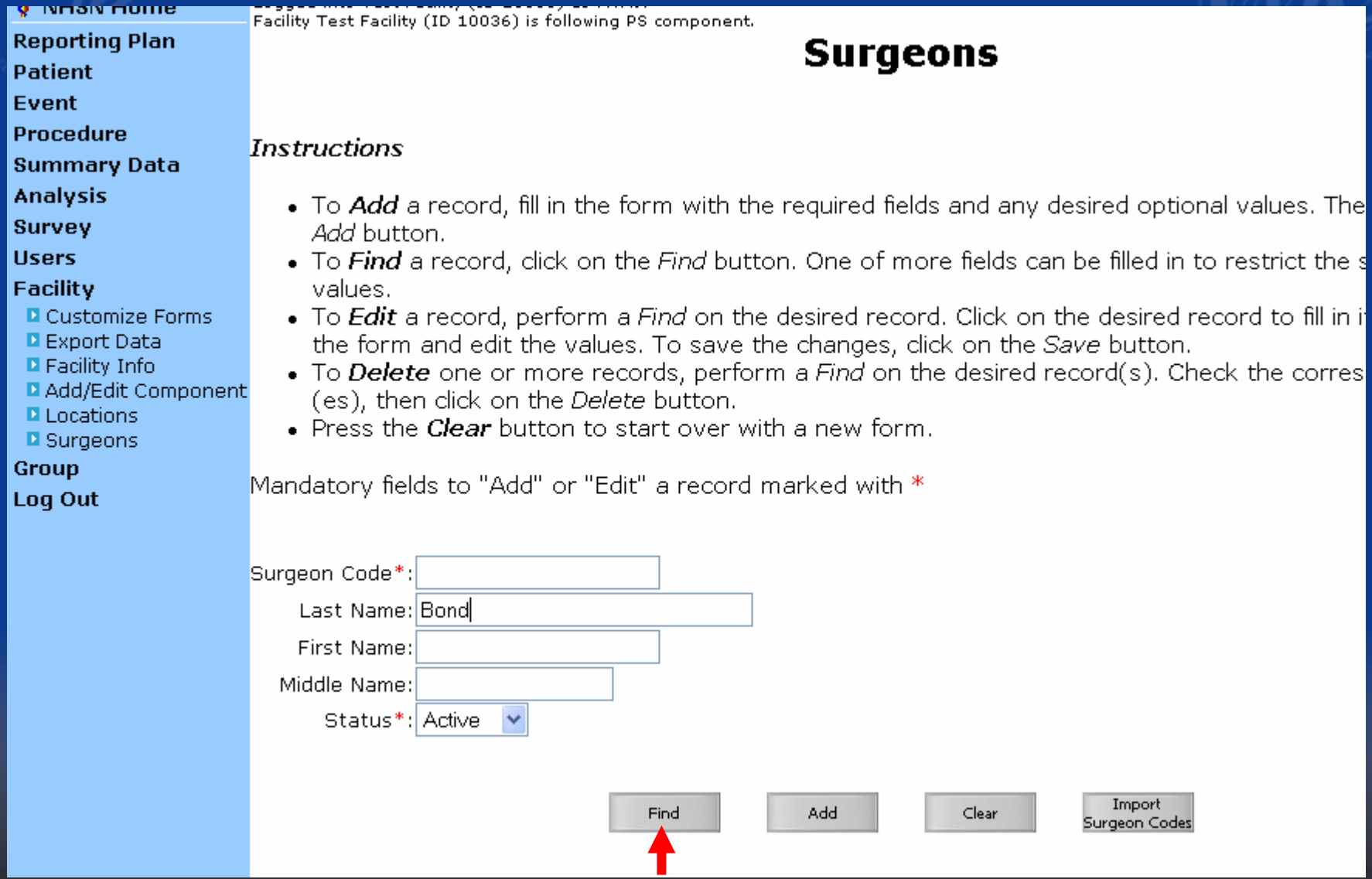
Examples:	123,Jones,James,J
	A34,Smith,Mary,
	56XY,Johnson,,

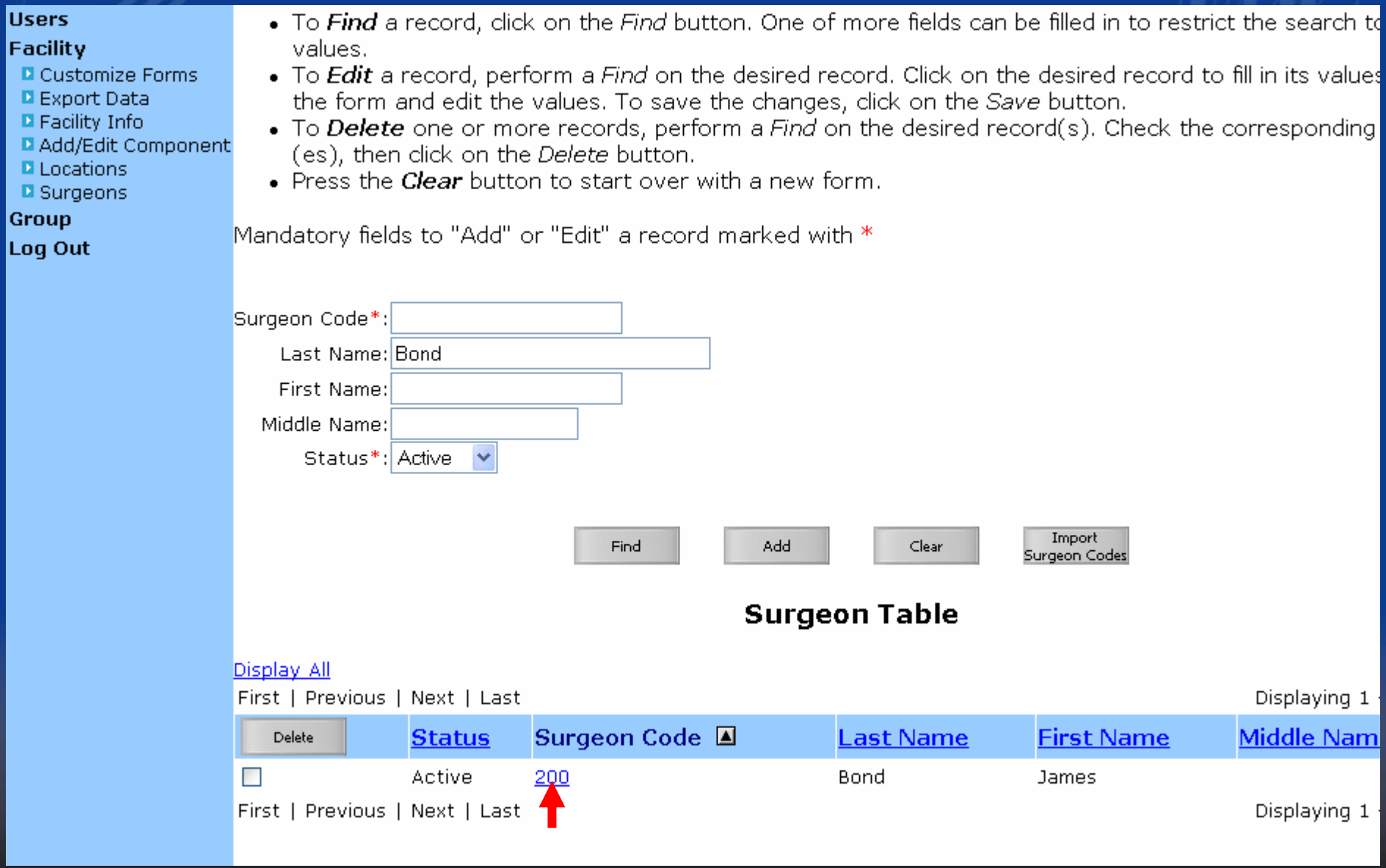
Select file to import

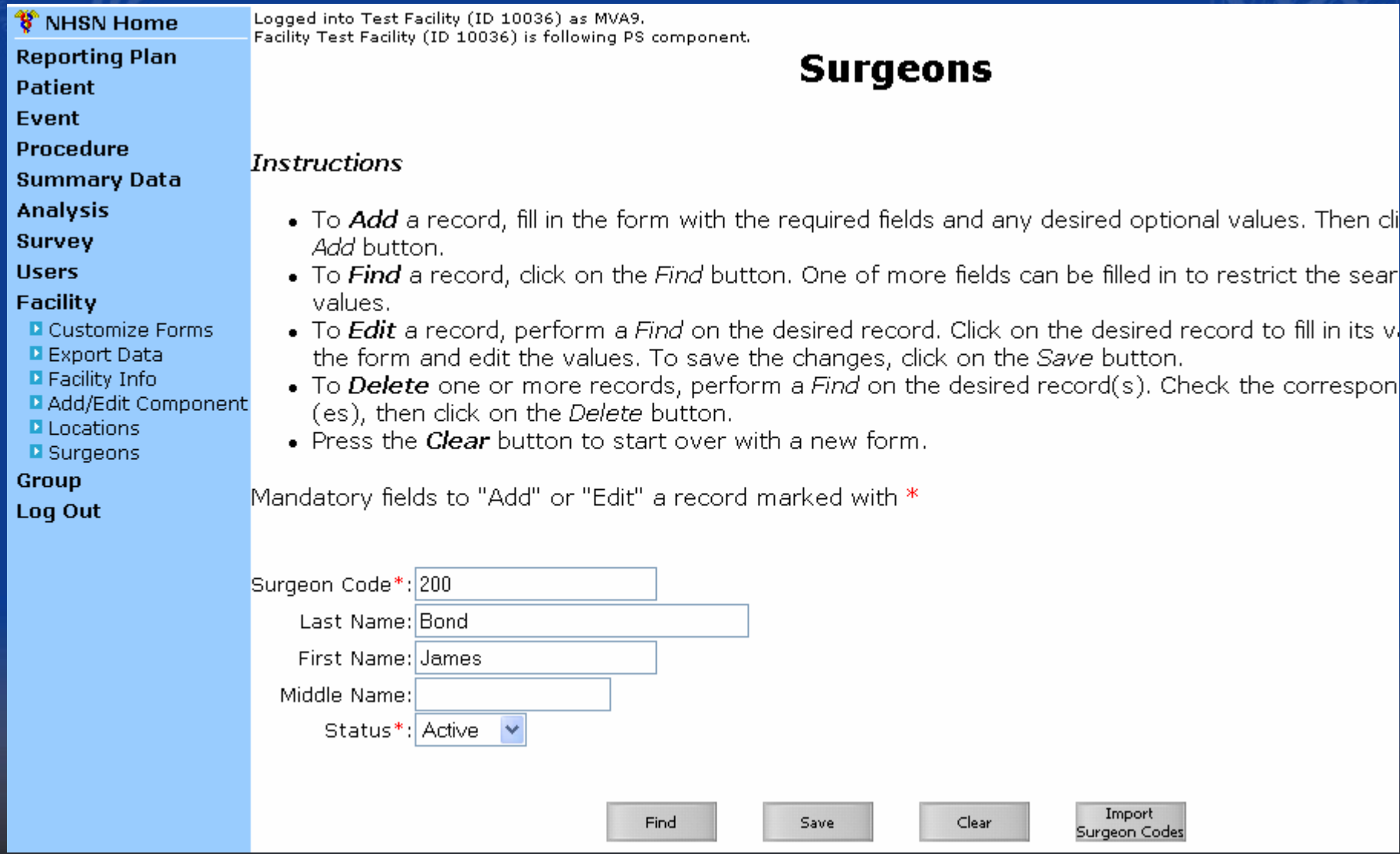
C:\Documents and Settings\surgeon import file.txt Browse...

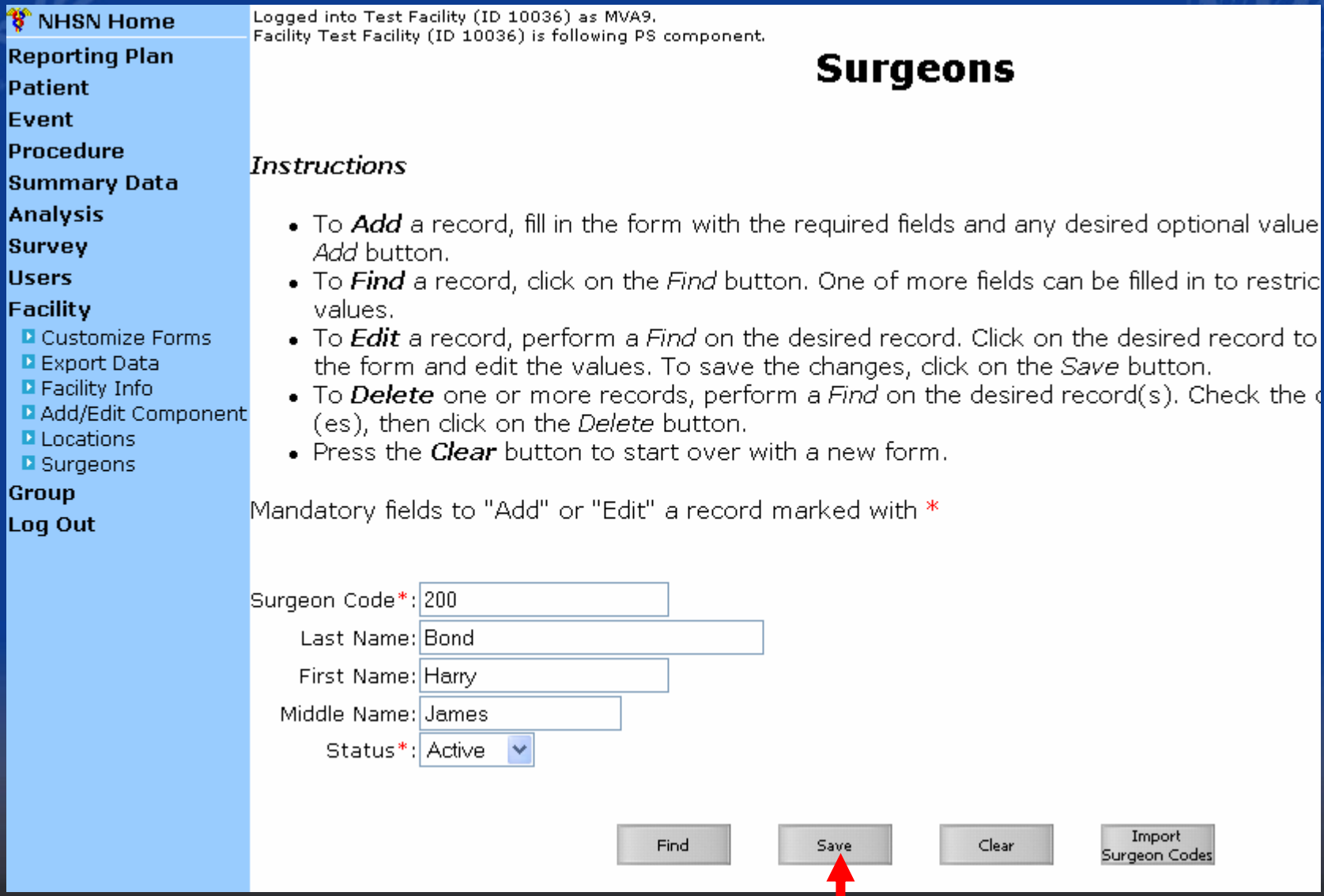
Submit Back

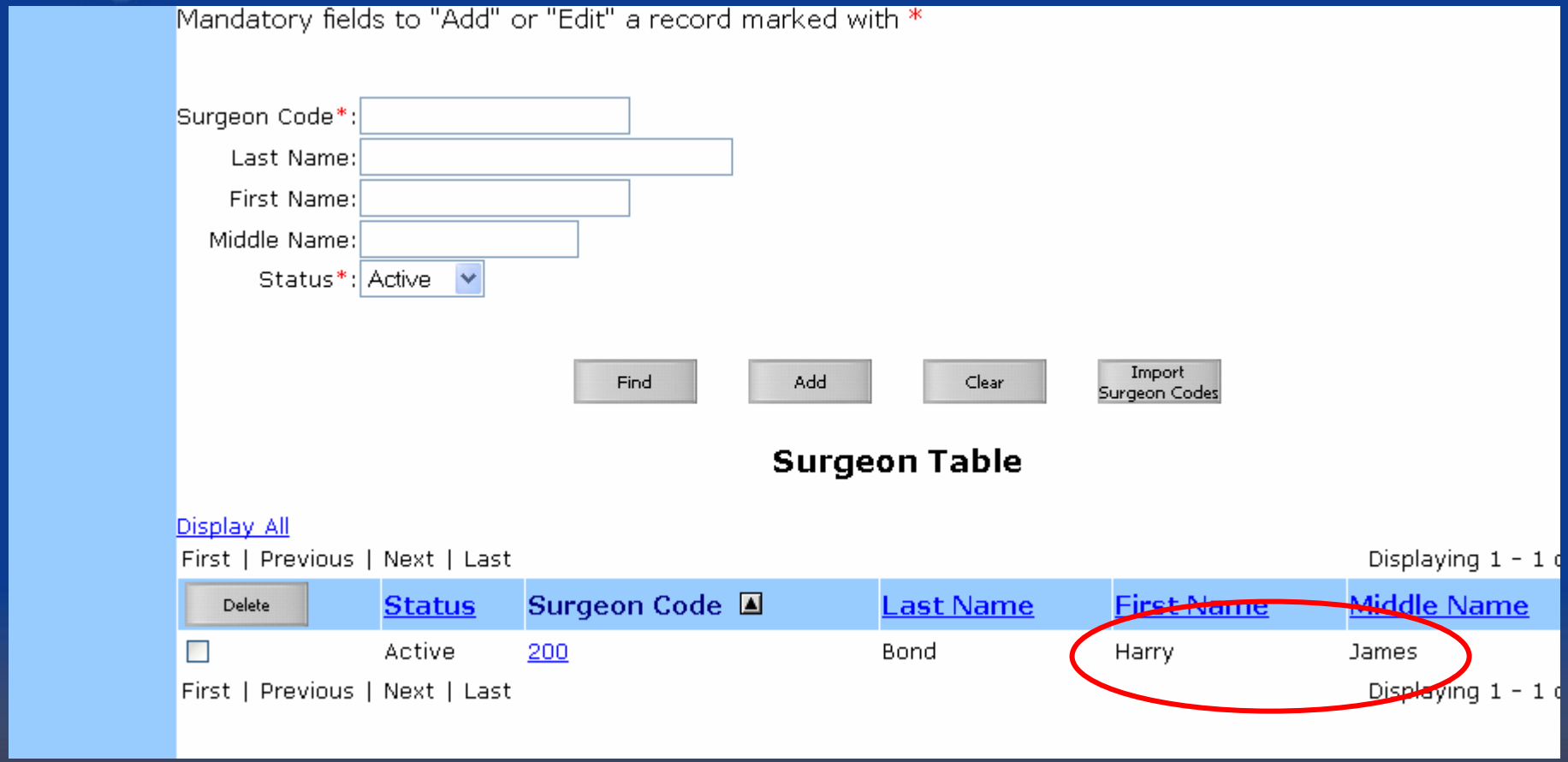
Click on Submit and the data will load into the Surgeon Table

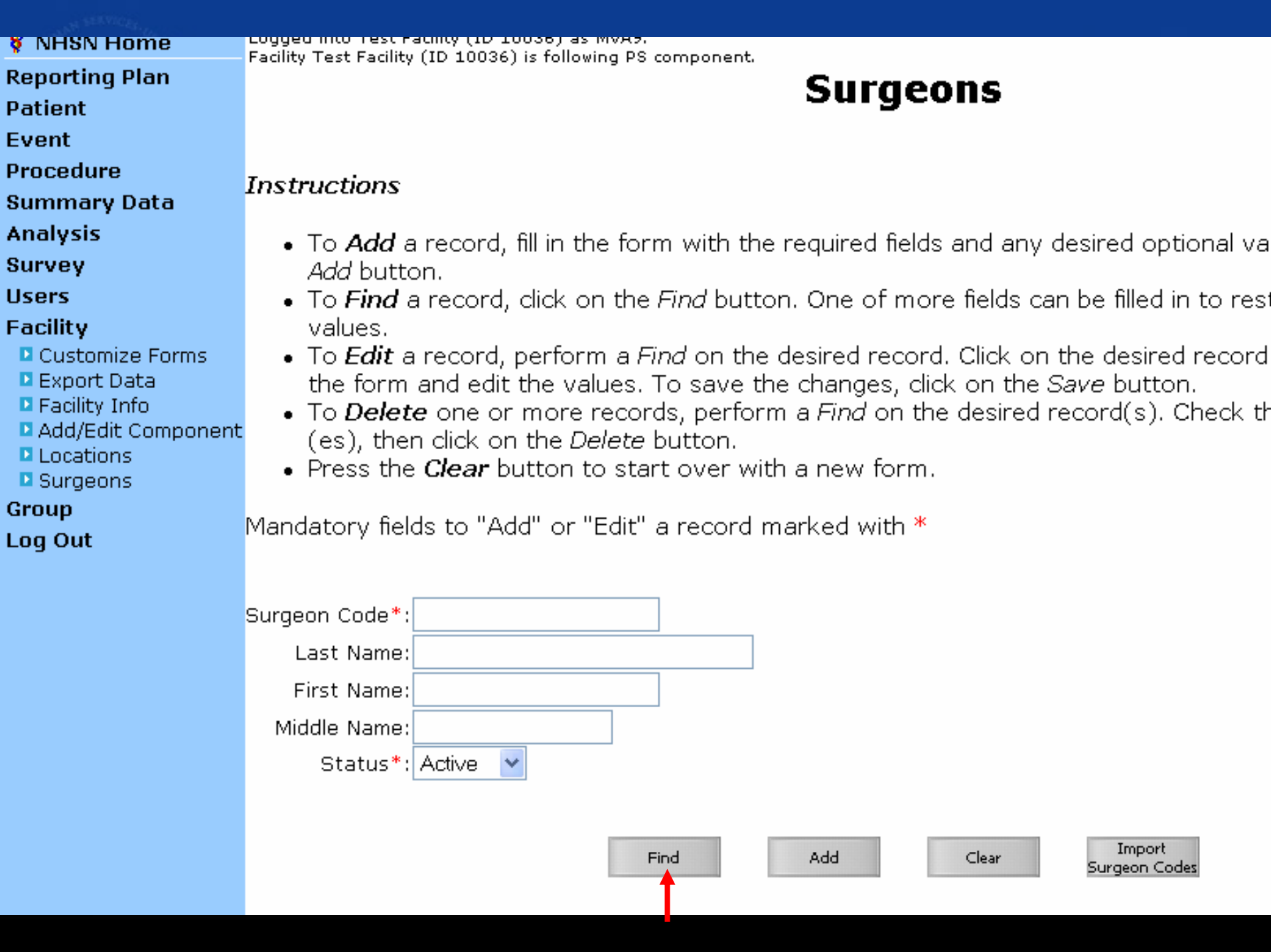

NHSN Home
Reporting Plan
Patient
Event
Procedure
Summary Data
Analysis
Survey
Users
Facility
Customize Forms
Export Data
Facility Info
Add/Edit Component
Locations
Surgeons
Group
Log Out
Facility Test Facility (ID 10036) is following PS component.
Surgeons
Instructions
To Add a record, fill in the form with the required fields and any desired optional values. The
Add button.
To Find a record, click on the Find button. One of more fields can be filled in to restrict the s
values.
To Edit a record, perform a Find on the desired record. Click on the desired record to fill in i
the form and edit the values. To save the changes, click on the Save button.
To Delete one or more records, perform a Find on the desired record(s). Check the corres
(es), then click on the Delete button.
Press the Clear button to start over with a new form.
Mandatory fields to "Add" or "Edit" a record marked with *
Surgeon Code*:
Last Name: Bond
First Name:
Middle Name:
Status*: Active
Find
Add
Clear
Import Surgeon Codes


Users
Facility
Customize Forms
Export Data
Facility Info
Add/Edit Component
Locations
Surgeons
Group
Log Out
To Find a record, click on the Find button. One of more fields can be filled in to restrict the search to
values.
To Edit a record, perform a Find on the desired record. Click on the desired record to fill in its values
the form and edit the values. To save the changes, click on the Save button.
To Delete one or more records, perform a Find on the desired record(s). Check the corresponding
(es), then click on the Delete button.
Press the Clear button to start over with a new form.
Mandatory fields to "Add" or "Edit" a record marked with *
Surgeon Code*:
Last Name: Bond
First Name:
Middle Name:
Status*: Active
Find
Add
Clear
Import Surgeon Codes
Surgeon Table
Display All
First | Previous | Next | Last
Displaying 1
Delete
Status
Surgeon Code
Last Name
First Name
Middle Nam
Active
200
Bond
James
First | Previous | Next | Last
Displaying 1


NHSN Home
Reporting Plan
Patient
Event
Procedure
Summary Data
Analysis
Survey
Users
Facility
Customize Forms
Export Data
Facility Info
Add/Edit Component
Locations
Surgeons
Group
Log Out
Logged into Test Facility (ID 10036) as MVA9.
Facility Test Facility (ID 10036) is following PS component.
Surgeons
Instructions
To Add a record, fill in the form with the required fields and any desired optional values. Then cli
Add button.
To Find a record, click on the Find button. One of more fields can be filled in to restrict the sear
values.
To Edit a record, perform a Find on the desired record. Click on the desired record to fill in its v
the form and edit the values. To save the changes, click on the Save button.
To Delete one or more records, perform a Find on the desired record(s). Check the correspon
(es), then click on the Delete button.
Press the Clear button to start over with a new form.
Mandatory fields to "Add" or "Edit" a record marked with *
Surgeon Code*: 200
Last Name: Bond
First Name: James
Middle Name:
Status*: Active
Find
Save
Clear
Import Surgeon Codes


NHSN Home
Reporting Plan
Patient
Event
Procedure
Summary Data
Analysis
Survey
Users
Facility
Customize Forms
Export Data
Facility Info
Add/Edit Component
Locations
Surgeons
Group
Log Out
Logged into Test Facility (ID 10036) as MVA9.
Facility Test Facility (ID 10036) is following PS component.
Surgeons
Instructions
To Add a record, fill in the form with the required fields and any desired optional value
Add button.
To Find a record, click on the Find button. One of more fields can be filled in to restric
values.
To Edit a record, perform a Find on the desired record. Click on the desired record to
the form and edit the values. To save the changes, click on the Save button.
To Delete one or more records, perform a Find on the desired record(s). Check the
(es), then click on the Delete button.
Press the Clear button to start over with a new form.
Mandatory fields to "Add" or "Edit" a record marked with *
Surgeon Code*: 200
Last Name: Bond
First Name: Harry
Middle Name: James
Status*: Active
Find
Save
Clear
Import Surgeon Codes


Mandatory fields to "Add" or "Edit" a record marked with *
Surgeon Code*:
Last Name:
First Name:
Middle Name:
Status*: Active
Find
Add
Clear
Import Surgeon Codes
Surgeon Table
Display All
First | Previous | Next | Last
Displaying 1 - 1
Delete
Status
Surgeon Code
Last Name
First Name
Middle Name
Active
200
Bond
Harry
James
First | Previous | Next | Last
Displaying 1 - 1


NHSN Home
Reporting Plan
Patient
Event
Procedure
Summary Data
Analysis
Survey
Users
Facility
Customize Forms
Export Data
Facility Info
Add/Edit Component
Locations
Surgeons
Group
Log Out
Facility Test Facility (ID 10036) is following PS component.
Surgeons
Instructions
To Add a record, fill in the form with the required fields and any desired optional va
Add button.
To Find a record, click on the Find button. One of more fields can be filled in to rest
values.
To Edit a record, perform a Find on the desired record. Click on the desired record
the form and edit the values. To save the changes, click on the Save button.
To Delete one or more records, perform a Find on the desired record(s). Check th
(es), then click on the Delete button.
Press the Clear button to start over with a new form.
Mandatory fields to "Add" or "Edit" a record marked with *
Surgeon Code*:
Last Name:
First Name:
Middle Name:
Status*: Active
Find
Add
Clear
Import Surgeon Codes

Find | Add | Clear | Import Surgeon Codes

Surgeon Table

Display All

First | Previous | Next | Last — Displaying 1 - 10 of 18

Delete	Status	Surgeon Code ▲	Last Name	First Name	Middle Name
☐	Active	100	Frank	Henry	J
☐	Active	101	Brown	Joseph	
☐	Active	102	Kennedy	Marie	L
☐	Active	103	Carpenter	Derek	
☐	Active	104	Franklin	David	H
☐	Active	105	Thompson	Stanley	
☐	Active	106	Doyle	Gerald	B
☐	Active	1234	Robert	john	s
☐	Active	200	Bond	Harry	James
☐	Active	456RP	Kraighton	Cecile	I

First | Previous | Next | Last — Displaying 1 - 10 of 18

Find | Add | Clear | Import Surgeon Codes

Surgeon Table

Display All

First | Previous | Next | Last

Displaying 1 - 10 of 18

Delete	Status	Surgeon Code ▲	Last Name	First Name	Middle Name
☐	Active	100	Frank	Henry	J
☐	Active	101	Brown	Joseph	
☐	Active	102	Kennedy	Marie	L
☐	Active	103	Carpenter	Derek	
☐	Active	104	Franklin	David	H
☐	Active	105	Thompson	Stanley	
☐	Active	106	Doyle	Gerald	B
☐	Active	1234	Robert	john	s
☐	Active	200	Bond	Harry	James
☐	Active	456RP	Kraighton	Cecile	I

First | Previous | Next | Last

Displaying 1 - 10 of 18

Surgeon Table

Display All

First | Previous | Next | Last

Displaying 1 - 18 of 18

Delete	Status	Surgeon Code	Last Name	First Name	Middle Name
☐	Active	100	Frank	Henry	J
☐	Active	101	Brown	Joseph	
☐	Active	102	Kennedy	Marie	L
☐	Active	103	Carpenter	Derek	
☐	Active	104	Franklin	David	H
☐	Active	105	Thompson	Stanley	
☐	Active	106	Doyle	Gerald	B
☐	Active	1234	Robert	john	s
☐	Active	200	Bond	Harry	James
☐	Active	456RP	Kraighton	Cecile	I
☐	Active	488	Smith	Harold	
☐	Active	489	Cromwell	Betty	
☐	Active	501	Skinner	Jeremy	
☐	Active	521	Potter	Harry	
☐	Active	ANTHONY	Anthony	John	B
☐	Active	CARROLL	Carroll	Elizabeth	
☐	Active	JOHNSON	Johnson	Fred	P
☐	Active	KPO8	Koop	C	Evertt

First | Previous | Next | Last

Displaying 1 - 18 of 18

Questions?

http://www.cdc.gov/ncidod/dhqp/nhsn_members.html